



**CARIBE PALM  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
MARCH 4, 2024  
6:45 P.M.**

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

[www.caribepalmcdd.org](http://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 113<sup>th</sup> Passage  
Miami, Florida 33170  
**REGULAR BOARD MEETING**  
March 4, 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. February 5, 2024 Regular Board Meeting.....Page 2
- G. Old Business
  - 1. Update Regarding Installation of LPR Cameras and Upgrades
  - 2. Discussion Regarding Entrance Feature – Painting and HOA Request for Additional Lighting
- H. New Business
  - 1. Consider Resolution No. 2024-02 – Adopting a Fiscal Year 2024/2024 Proposed Budget.....Page 4
- I. Administrative & Operational Matters
  - 1. Ethics Training Memo – SDS, Inc.....Page 11
- J. Board Member & Staff Closing Comments
- K. Adjourn

**MIAMI-DADE**

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

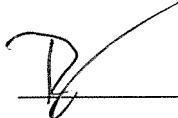
Before the undersigned authority personally appeared ROSANA SALGADO, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT -  
FISCAL YEAR 2023/2024 REGULAR MEETING SCHEDULE

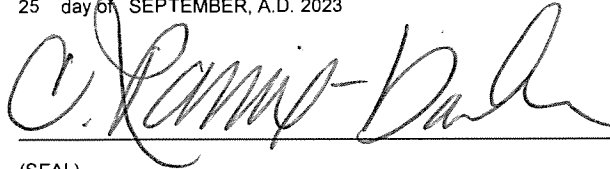
in the XXXX Court,  
was published in a newspaper by print in the issues of Miami Daily Business Review f/k/a Miami Review on

09/25/2023

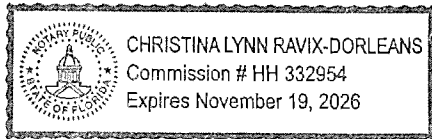
Affiant further says that the newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.



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



(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](http://www.caribepalmcdd.org)  
9/25

23-35/0000685112M

**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
FEBRUARY 5, 2024**

**A. CALL TO ORDER**

The February 5, 2024, Regular Board Meeting of the Caribe Palm Community Development District (the “District”) was called to order at 6:45 p.m. at the Silver Palms Mailbox Kiosk located at 23020 SW 113<sup>th</sup> Passage, Miami, Florida 33170.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the February 5, 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. January 8, 2024, Special Board Meeting**

The minutes of January 8, 2024, Special 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 January 8, 2024, Special Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Update Regarding Installation of LPR Cameras and Upgrades**

Mr. Silva stated that WAR Protection One, Inc. is still waiting on the arrival of 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 provided the following proposals relating to the painting of the entrance feature:

- KB Company Darien Stuart - \$2,925
- Building Unlimited - \$3,000
- State of the Art Marble - \$3,015

The scope of services will entail pressure cleaning the entrance feature; filling any holes in the molding; painting with primer; and two coats of color paint. A discussion ensued after which;

A **motion** was made by Mr. Fox, seconded by Ms. Maseda and unanimously passed to approve the proposal from State of the Art Marble in the amount of \$3015 (State of the Marble is owned by a resident of the community who the Board believes will take care of the work better than others since the contractor has interest in the community).

## **H. NEW BUSINESS**

### **1. Consider Resolution No. 2024-01 – Electronic Signature Policy**

Mr. Silva provided the Board with an overview of the resolution and stated that the resolution provides an electronic signature policy and provides the 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. A discussion ensued after which;

A **motion** was made by Mr. Morales, seconded by Ms. Nicieza and unanimously passed to approve Resolution No. 2024-01 as presented.

## **I. ADMINISTRATIVE & OPERATIONAL MATTERS**

### **1. Legislative Memo 2023 – Required Ethics Training**

Mr. Silva presented a memorandum which will serve 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.

## **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 7:18 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

**RESOLUTION NO. 2024-02**

**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 2024/2025; 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 2024/2025 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 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

**Section 2.** A Public Hearing is hereby scheduled for May 6, 2024 at 6:45 p.m. in the Silver Palms Mailbox Kiosk located at 23020 SW 113th Passage, Miami, Florida 33170, for the purpose of receiving public comments on the Proposed Fiscal Year 2024/2025 Budget.

**PASSED, ADOPTED and EFFECTIVE** this 4<sup>th</sup> day of March, 2024.

**ATTEST:**

**CARIBE PALM  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

Caribe Palm  
Community Development District

**Proposed Budget For  
Fiscal Year 2024/2025  
October 1, 2024 - September 30, 2025**

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



**PROPOSED BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2024/2025 BUDGET
<b>REVENUES</b>	
Administrative Assessments	47,255
Maintenance Assessments	57,659
Debt Assessments	161,614
Other Revenues	0
Interest Income	1,080
<b>TOTAL REVENUES</b>	<b>\$ 267,608</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	22,000
<b>Total Maintenance Expenditures</b>	<b>\$ 54,200</b>
<b>Administrative Expenditures</b>	
Supervisor Fees	10,000
Payroll Taxes (Employer)	765
Management	30,360
Secretarial And Field Operations	6,600
Legal	4,000
Assessment Roll	7,500
Audit Fees	3,800
Insurance	7,300
Legal Advertisements	1,800
Miscellaneous	1,500
Postage	300
Office Supplies	450
Dues & Subscriptions	175
Trustee Fees	3,850
Continuing Disclosure Fee	350
Website Management	1,750
<b>Total Administrative Expenditures</b>	<b>\$ 80,500</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 134,700</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 132,908</b>
Bond Payments	(151,917)
<b>BALANCE</b>	<b>\$ (19,009)</b>
County Appraiser & Tax Collector Fee	(5,330)
Discounts For Early Payments	(10,661)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (35,000)</b>
Carryover From Prior Year	35,000
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED PROPOSED BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
<b>REVENUES</b>				
Administrative Assessments	80,071	80,454	47,255	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	58,533	57,659	57,659	Expenditures/.94
Debt Assessments	161,616	161,614	161,614	Bond Payments/.94
Other Revenues	1,907	0	0	
Interest Income	19,247	720	1,080	Interest Estimated At \$90 Per Month
<b>TOTAL REVENUES</b>	<b>\$ 321,374</b>	<b>\$ 300,447</b>	<b>\$ 267,608</b>	
<b>EXPENDITURES</b>				
<b>Maintenance Expenditures</b>				
Engineering/Inspections	1,800	2,800	2,800	No Change From 2023/2024 Budget
Engineering – Special Projects	0	3,000	3,000	No Change From 2023/2024 Budget
Community Security	0	6,000	6,000	No Change From 2023/2024 Budget
Security Cameras/MTE/Upkeep	10,128	12,000	12,000	No Change From 2023/2024 Budget
FP&L Meter/Mailbox Area	1,405	4,200	4,200	No Change From 2023/2024 Budget
Street/Roadway Drainage Maintenance	9,700	4,200	4,200	No Change From 2023/2024 Budget
Maintenance/Contingency	16,761	22,000	22,000	No Change From 2023/2024 Budget
<b>Total Maintenance Expenditures</b>	<b>\$ 39,794</b>	<b>\$ 54,200</b>	<b>\$ 54,200</b>	
<b>Administrative Expenditures</b>				
Supervisor Fees	9,400	8,000	10,000	Supervisor Fees
Payroll Taxes (Employer)	719	612	765	Supervisor Fees *7.65%
Management	30,360	30,360	30,360	No Change From 2023/2024 Budget
Secretarial And Field Operations	6,600	6,600	6,600	No Change From 2023/2024 Budget
Legal	0	4,000	4,000	No Change From 2023/2024 Budget
Assessment Roll	7,500	7,500	7,500	As Per Contract
Audit Fees	3,600	3,700	3,800	\$100 Increase From 2023/2024 Budget
Insurance	6,134	6,600	7,300	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	782	650	1,800	Costs Will Increase Due To Closing Of The Miami Business Review
Miscellaneous	1,445	1,500	1,500	No Change From 2023/2024 Budget
Postage	461	250	300	\$50 Increase From 2023/2024 Budget
Office Supplies	391	450	450	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fees	3,780	3,850	3,850	No Change From 2023/2024 Budget
Continuing Disclosure Fee	350	350	350	No Change From 2023/2024 Budget
Website Management	1,750	1,750	1,750	No Change From 2023/2024 Budget
<b>Total Administrative Expenditures</b>	<b>\$ 73,447</b>	<b>\$ 76,347</b>	<b>\$ 80,500</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 113,241</b>	<b>\$ 130,547</b>	<b>\$ 134,700</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 208,133</b>	<b>\$ 169,900</b>	<b>\$ 132,908</b>	
Bond Payments	(154,057)	(151,917)	(151,917)	2025 P & I Payments Less Earned Interest
<b>BALANCE</b>	<b>\$ 54,076</b>	<b>\$ 17,983</b>	<b>\$ (19,009)</b>	
County Appraiser & Tax Collector Fee	(2,888)	(5,994)	(5,330)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,135)	(11,989)	(10,661)	Four Percent Of Total Assessment Roll
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 40,053</b>	<b>\$ -</b>	<b>\$ (35,000)</b>	
Carryover From Prior Year	0	0	35,000	Carryover From Prior Year
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 40,053</b>	<b>\$ -</b>	<b>\$ -</b>	

**DETAILED PROPOSED DEBT SERVICE FUND BUDGET**  
**CARIBE PALM COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2024/2025**  
**OCTOBER 1, 2024 - SEPTEMBER 30, 2025**

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2022/2023	2023/2024	2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	6,721	100	500	Projected Interest For FY 2024/2025
NAV Tax Collection	154,057	151,917	151,917	Maximum Debt Service Collection
<b>Total Revenues</b>	<b>\$ 160,778</b>	<b>\$ 152,017</b>	<b>\$ 152,417</b>	
<b>EXPENDITURES</b>				
Principal Payments	87,000	90,000	94,000	Principal Payment Due In 2025
Interest Payments	62,525	57,680	54,000	Interest Payments Due In 2025
Bond Redemption	0	4,337	4,417	Bond Redemption
<b>TOTAL EXPENDITURES</b>	<b>\$ 149,525</b>	<b>\$ 152,017</b>	<b>\$ 152,417</b>	
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ 11,253</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 1/1/24 =	\$1,384,000		

**Caribe Palm Community Development District  
Assessment Comparison**

	Fiscal Year 2021/2022 Assessment <u>Before Discount*</u>	Fiscal Year 2022/2023 Assessment <u>Before Discount*</u>	Fiscal Year 2023/2024 Assessment <u>Before Discount*</u>	Fiscal Year 2024/2025 Projected Assessment <u>Before Discount*</u>
Administrative For Twenty Three Foot Lots	\$ 269.83	\$ 268.93	\$ 271.81	\$ 159.65
Maintenance For Twenty Three Foot Lots	\$ 200.62	\$ 197.75	\$ 194.80	\$ 194.80
<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	<b>\$ 963.53</b>	<b>\$ 959.76</b>	<b>\$ 959.69</b>	<b>\$ 847.53</b>
Administrative For Fifty Foot Lots	\$ 269.83	\$ 268.93	\$ 271.81	\$ 159.65
Maintenance For Fifty Foot Lots	\$ 200.62	\$ 197.75	\$ 194.80	\$ 194.80
<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	<b>\$ 1,075.41</b>	<b>\$ 1,071.64</b>	<b>\$ 1,071.57</b>	<b>\$ 959.41</b>

\* Assessments Include the Following :

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

Community Information:

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



## **Ethics Training**

Beginning in 2024, District Supervisors are required to complete four (4) hours of ethics training annually. Below are links to two training sessions that will, upon completion, satisfy the training requirement. *Beginning with the 2024 Form 1, District Supervisors will be required to confirm that they have completed the training each year.*

- **State Ethics Laws for Constitutional Officers & Elected Municipal Officers**
  - <https://www.youtube.com/watch?v=U8JktIMKzyl>
- **Public Meetings and Public Records Law**
  - <https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

Both links can be found on SDS' website, at [www.sdsinc.org/links](http://www.sdsinc.org/links).

The Florida Association of Special Districts (FASD) also offers a training option through Florida State University's Florida Institute of Government. If your special district is a member of FASD, the cost for this special district-specific ethics training is \$49.00 for each district official.

If your special district is NOT a member of FASD, the cost for this special district-specific ethics training is \$79.00 for each district official.

Information on the FASD course can be found at <https://www.fasd.com/ethics-for-special-districts>.