



**KENDALL BREEZE WEST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
OCTOBER 18, 2017  
7:00 P.M.**

Special District Services, Inc.  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

[www.kendallbreezewestcdd.org](http://www.kendallbreezewestcdd.org)

305.777.0761 Telephone  
877.SDS.4922 Toll Free  
561.630.4923 Facsimile

**AGENDA**  
**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT**  
Community Clubhouse – Meeting Room  
11780 SW 138<sup>th</sup> Avenue,  
Miami, Florida 33186  
**REGULAR BOARD MEETING**  
October 18, 2017  
7:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Resignation (Joaquin Lopez) and Appointment to Fill Vacancy in Seat #1.....Page 2
- E. Administer Oath of Office and Review New Board Member Duties and Responsibilities
- F. Re-Election of Officers
  - Chairperson
  - Vice Chairperson
  - Secretary/Treasurer
  - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
  - 1. May 17, 2017 Regular Board Meeting & Public Hearing.....Page 3
- J. Old Business
  - 1. Update Regarding Installation of Additional Traffic Calming Devices
  - 2. Update Regarding Sidewalk Maintenance (Grinding)
- K. New Business
  - 1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget.....Page 8
  - 2. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates.....Page 13
  - 3. Staff Report as Required
- L. Administrative & Operational Matters
  - 1. Discussion Regarding Hurricane “Irma” and Post Storm Community Inspection/Clean-Up
- M. Board Member & Staff Closing Comments
- N. 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 MARIA MESA, 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, 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

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

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

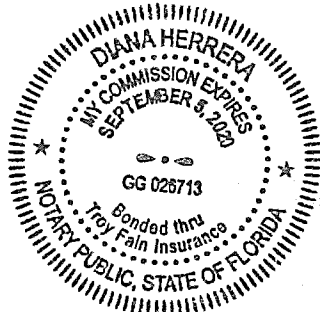
09/28/2017

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.

Sworn to and subscribed before me this  
28 day of SEPTEMBER, A.D. 2017

(SEAL)

MARIA MESA personally known to me



## KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Kendall Breeze West Community Development District (the "District") will hold Regular Meetings in the Kendall Breeze West Community Clubhouse Meeting Room located at 11780 SW 135th Avenue, Miami, Florida 33186 at 7:00 p.m. on the following dates:

October 18, 2017  
November 15, 2017  
January 17, 2018  
February 21, 2018  
March 21, 2018  
April 18, 2018  
May 15, 2018  
June 20, 2018  
September 19, 2018

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. 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 Board members may 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. 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 canceled from time to time with no advertised notice.

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT

[www.kendallbreezewestcdd.org](http://www.kendallbreezewestcdd.org)

9/28

17-38/0000261354M

Date: May 23, 2017

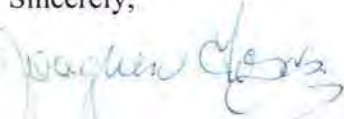
Board of Supervisors  
Kendall Breeze West Community Development District  
C/o Special District Services, Inc.,  
6625 Miami Lakes Drive, Suite 374  
Miami Lakes, FL 33014

**RE: Resignation**

Dear Board of Supervisors:

Please be advised that I am resigning my position as Board Member and Officer on the **Kendall Breeze West Community Development District** Board of Supervisors effective June 30, 2017.

Sincerely,



Joaquin Lopez

**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
MAY 17, 2017**

**A. CALL TO ORDER**

The May 17, 2017, Regular Board Meeting of the Kendall Breeze West Community Development District to order at 7:02 p.m. in the Meeting Room at the Kendall Breeze West Community Clubhouse located at 11780 SW 138<sup>th</sup> Avenue, Miami, Florida 33186.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the May 17, 2017, Regular Board Meeting had been published in the *Miami Daily Business Review* on April 27, 2017, and May 4, 2017, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of Chairman Wilmer Gonzalez, Vice Chairperson Joaquin Lopez and Supervisors Jessica Mouttet, Ahsaki Guilbeaux and Eduardo Sanchez constituted a quorum and it was in order to proceed with the meeting.

Attending Staff members were as follows: District Manager Neil Kalin of Special District Services, Inc.; and General Counsel Scott Cochran of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

**D. ADDITIONS OR DELETIONS TO THE 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 15, 2017, Regular Board Meeting**

The minutes of the March 15, 2017, Regular Board Meeting were presented and the Board was asked if there were any changes. It was pointed out that there was a spelling error in **Item C.** (change the word “*Sweat*” to “*Seat*”); and on the “Election of Officers” in **Item E.** the Vice Chairperson elected should be Joaquin Lopez and Jessica Mouttet was elected as an Assistant Secretary. There being no additional changes, a **motion** was made by Mr. Lopez, seconded by Ms. Guilbeaux and unanimously passed to approve the minutes of the March 15, 2017, Regular Board Meeting, *as amended*.

*Note 1) At approximately 7:09 p.m., Mr. Kalin recessed the Regular Board Meeting and simultaneously opened the public hearing.*

**G. PUBLIC HEARING**

**1. Proof of Publication**

**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
MAY 17, 2017**

Proof of publication was presented that notice of the May 17, 2017, Public Hearing had been published in the *Miami Daily Business Review* on April 27, 2017, and May 4, 2017, as legally required.

**2. Receive Public Comment on the Fiscal Year 2017/2018 Final Budget & Assessments**

Mr. Kalin opened the public comment portion of the public hearing to receive comments on the fiscal year 2017/2018 final budget and non-ad valorem special assessments. There being no public in attendance or comments on the fiscal year 2017/2018 budget and assessments, Mr. Kalin closed the public comment portion of the Public Hearing.

**3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget**

Mr. Kalin presented Resolution No. 2017-03, entitled:

**RESOLUTION NO. 2017-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2017/2018 FINAL BUDGET INCLUDING NON-AD VALOREM SPECIAL ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Kalin read the title of the resolution into the record and stated that the document provides for adopting the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll. A copy of the tax roll was made available at the meeting. A discussion ensued after which:

A **motion** was made by Ms. Guilbeaux, seconded by Mr. Gonzalez and unanimously passed to approve and adopt Resolution No. 2017-03, *as presented*, thereby setting the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll (Assessment Levy).

*Note 2) At approximately 7:16 p.m., Mr. Kalin closed the Public Hearing and simultaneously reconvened the Regular Board Meeting.*

**H. OLD BUSINESS**

**1. Update Regarding Additional Traffic Calming Devices**

Mr. Kalin informed the Board Members that District Staff had met in the community with Wilmer Gonzalez and reviewed areas on the District streets where additional traffic calming devices could be placed. Initially, there were five locations within the District where they could be placed to deter vehicular speeding. A discussion ensued after which;

A **motion** was made by Ms. Mouttet, seconded by Mr. Gonzalez and unanimously passed to authorize the installation of six (6) traffic calming devices in defined locations on the streets within the District; and the amount of the expenditure to construct the improvements, including applicable

**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
MAY 17, 2017**

signage, shall not exceed \$6,750; and further authorizes District Staff to negotiate with a qualified preferred vendor to install the traffic calming devices, including applicable signage.

**2. Update Regarding Existing Sidewalks**

Mr. Kalin stated that the sidewalks had been inspected in the District and it had been determined that there were no specific areas where raised walkways exceeded the County tolerance of more than ¼ inch. Ms. Mouttet pointed out that there is a location at the intersection of SW 138<sup>th</sup> Avenue and SW 118<sup>th</sup> Terrace that should be re-examined. Mr. Kalin stated that he would have District Staff check the referenced location and take action, as required. The Board was encouraged to take photos of areas of concern and send same to the District Manager for review and action, as deemed necessary.

**3. Staff Report, as Required**

There was no Staff Report at this time.

**I. NEW BUSINESS**

**1. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Meeting Schedule**

Mr. Kalin presented Resolution No. 2017-04, entitled:

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
KENDALL BREEZE WEST COMMUNITY DEVELOPMENT  
DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE  
FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND  
LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN  
EFFECTIVE DATE.**

Mr. Kalin read the title of the resolution and provided an explanation for the document. A discussion ensued after which:

A **motion** was made by Mr. Lopez, seconded by Mr. Gonzalez and unanimously passed to approve and adopt Resolution No. 2017-04, *as presented*, thereby setting the fiscal year 2017/2018 regular meeting schedule and authorizing the publication of same, as required by law.

**2. Staff Report, as Required**

There was no Staff Report at this time.

**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
MAY 17, 2017**

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Financial Risk Management Policy Review/Update – Fiscal Year 2016/2017**

Mr. Kalin advised that Special District Services, Inc. (“SDS, Inc.”), acting in the capacity of District Manager, as part of good management practices and to satisfy annual audit requirements does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

- a. Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and
- b. Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials and the respective approvals are provided by persons other than the preparer of the expenditure; and
- c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and
- d. A designated member of the Board, typically the Chairperson (by an electronic approval procedure), has an opportunity to review the District’s expenditure(s) prior to the payment(s) being released; and
- e. The District engages an independent firm, pursuant to Chapter 218.391, Florida Statutes, to audit the prior year’s financial activities (October 1<sup>st</sup> through September 30<sup>th</sup>) from which an independent fiscal year annual audit is prepared; and
- f. Within sixty (60) days of the end of each fiscal year (September 30<sup>th</sup>) the District’s Board of Supervisors reviews, pursuant to Chapter 189.418(5), Florida Statutes, the prior year’s budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.

**2. Statement of Financial Interests – Disclosure – 2016 Form 1 Filing Deadline: July 1, 2017**

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2016 Statement of Financial Interests Form 1. The deadline for submittal is July 1, 2017.

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

Mr. Kalin stated unless an emergency were to arise, the Board would not need to meet until October or November 2017.



**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
MAY 17, 2017**

Mr. Lopez advised that as part of his retirement he was selling his home and moving out of the District and would reside in Broward County in early July. Staff thanked Mr. Lopez for his service and Mr. Kalin stated that he would provide Mr. Lopez with a template resignation letter and the applicable final financial disclosure statement.

**L. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Gonzalez, seconded by Ms. Mouttet and unanimously passed to adjourn the Regular Board Meeting at 7:55 p.m.

---

Secretary/Assistant Secretary

---

Chairperson/Vice Chairperson

**RESOLUTION NO. 2017-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors of the Kendall Breeze West 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 KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Amended Budget for Fiscal Year 2016/2017 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 BECOMES EFFECTIVE** this 18<sup>th</sup> day of October, 2017.

**ATTEST:**

**KENDALL BREEZE WEST  
COMMUNITY DEVELOPMENT DISTRICT**

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

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

# Kendall Breeze West Community Development District

**Amended Final Budget For  
Fiscal Year 2016/2017  
October 1, 2016 - September 30, 2017**

# CONTENTS

- I      **AMENDED FINAL OPERATING FUND BUDGET**
- II     **AMENDED FINAL DEBT SERVICE FUND BUDGET**

**AMENDED FINAL BUDGET**  
**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	<b>FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17</b>	<b>AMENDED FINAL BUDGET 10/1/16 - 9/30/17</b>	<b>YEAR TO DATE ACTUAL 10/1/16 - 9/29/17</b>
<b>REVENUES</b>			
Administrative Assessments	68,193	68,469	68,469
Maintenance Assessments	21,649	21,649	21,649
Debt Assessments	116,875	116,876	116,876
Interest Income	60	255	251
<b>TOTAL REVENUES</b>	<b>\$ 206,777</b>	<b>\$ 207,249</b>	<b>\$ 207,245</b>
<b>EXPENDITURES</b>			
<b>ADMINISTRATIVE EXPENDITURES</b>			
Supervisor Fees	5,000	3,000	3,000
Payroll Taxes - Employer	385	230	230
Management	27,744	27,744	27,744
Secretarial & Field Operations	4,900	4,900	4,900
Legal	8,500	7,500	6,437
Assessment Roll	7,500	7,500	7,500
Audit Fees	3,700	3,700	3,700
Insurance	6,232	5,778	5,778
Legal Advertisements	750	600	401
Miscellaneous	1,250	800	459
Postage	300	100	87
Office Supplies	475	275	224
Dues & Subscriptions	175	175	175
Trustee Fees	3,800	3,717	3,717
Continuing Disclosure Fee	500	350	350
Website Management	1,500	1,500	1,500
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 72,711</b>	<b>\$ 67,869</b>	<b>\$ 66,202</b>
<b>MAINTENANCE EXPENDITURES</b>			
Engineering - Annual Report & Inspections	2,400	1,500	200
Street/Roadway & Stormwater Maintenance	12,000	7,800	6,396
Special Projects	4,800	1,750	0
Miscellaneous Maintenance	4,000	2,400	300
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 23,200</b>	<b>\$ 13,450</b>	<b>\$ 6,896</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 95,911</b>	<b>\$ 81,319</b>	<b>\$ 73,098</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 110,866</b>	<b>\$ 125,930</b>	<b>\$ 134,147</b>
Bond Payments	(109,863)	(111,538)	(111,538)
<b>BALANCE</b>	<b>\$ 1,003</b>	<b>\$ 14,392</b>	<b>\$ 22,609</b>
County Appraiser & Tax Collector Fee	(4,134)	(2,000)	(2,000)
Discounts For Early Payments	(8,269)	(7,422)	(7,422)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (11,400)</b>	<b>\$ 4,970</b>	<b>\$ 13,187</b>
Carryover From Prior Year	11,400	11,400	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ 16,370</b>	<b>\$ 13,187</b>

**Notes**

Carryover From Prior Year Of \$11,400 was used to reduce Fiscal Year 2016/2017 Assessments.  
\$15,300 Of Fund Balance To Be Used To Reduce 2017/2018 Assessments.

FUND BALANCE AS OF 9/30/16	
FY 2016/2017 ACTIVITY	
FUND BALANCE AS OF 9/30/17	

	\$92,281
	\$4,970
	\$97,251

# AMENDED FINAL BUDGET

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT  
DEBT SERVICE FUND  
FISCAL YEAR 2016/2017  
OCTOBER 1, 2016 - SEPTEMBER 30, 2017

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
<b>REVENUES</b>			
Interest Income	50	240	236
NAV Tax Collection	109,863	111,538	111,538
<b>Total Revenues</b>	<b>\$ 109,913</b>	<b>\$ 111,778</b>	<b>\$ 111,774</b>
<b>EXPENDITURES</b>			
Principal Payments	40,000	40,000	40,000
Interest Payments	69,913	71,088	71,088
<b>Total Expenditures</b>	<b>\$ 109,913</b>	<b>\$ 111,088</b>	<b>\$ 111,088</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ 690</b>	<b>\$ 686</b>

FUND BALANCE AS OF 9/30/16	\$91,523
FY 2016/2017 ACTIVITY	\$690
FUND BALANCE AS OF 9/30/17	\$92,213

Notes

Reserve Fund Balance = \$50,000\*. Revenue Fund Balance = \$40,151\*.  
Revenue Fund Balance To Be Used To Make 11/1/2017 Interest Payment Of \$34,369.  
\* Approximate Amounts

**Series 2004 Bond Information**

Original Par Amount =	\$1,580,000	Annual Principal Payments Due:
Interest Rate =	5.875%	May 1st
Issue Date =	December 2004	Annual Interest Payments Due:
Maturity Date =	May 2034	May 1st & November 1st
 Par Amount As Of 9/30/17:	 \$1,170,000	

October 18, 2017

RE: Kendall Breeze West Community Development District Auditor Renewal

At the October 15, 2014 Kendall Breeze West Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2014, 9-30-2015 and 9-30-2016 year end audits of the District with an option to perform the 9-30-2017 and 9-30-2018 audits.

The fees for the 9-30-2014 audit were \$3,500. The fees for the 9-30-2015 audit were \$3,600. And the fees for the 9-30-2016 audit were \$3,700. The proposed fees for the 9-30-2017 audit is \$3,600, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the 9-30-18 audit is \$3,600.

Grau & Associates has been the district auditor for the past eight years. Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2017 and 9-30-2018 audits for Grau & Associates.

Special District Services, Inc.