

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT

MIAMI-DADE COUNTY

REGULAR BOARD MEETING MARCH 21, 2018 7:00 p.m.

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

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AGENDA

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT

Community Clubhouse – Meeting Room 11780 SW 138th Avenue, Miami, Florida 33186

REGULAR BOARD MEETING

March 21, 2018 7:00 p.m.

A.	Call to Order
B.	Proof of Publication
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. October 18, 2017 Regular Board Meeting
G.	Old Business
	1. Update Regarding Traffic Concerns on S.W. 137 th Avenue – Signalization and Speeding
	2. Staff Report: As Required
Н.	New Business
	1. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed BudgetPage 6
	2. Staff Report as Required
I.	Administrative & Operational Matters
	1. Discussion Regarding General Election, Qualifying Period and Expiring Terms of Office
	2. Discussion Regarding Community Traffic Signage and Sidewalk Maintenance/Cleaning
J.	Board Member & Staff Closing Comments
K.	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 "Cistrict") will hold Regular Meetings in the Kendall Breeze West Community Clubhouse Meeting Room located at 11760 SW 138th 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 16, 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 Agencia 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 verballim 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 with no advertised notice.

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT

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A. CALL TO ORDER

The October 18, 2017, Regular Board Meeting of the Kendall Breeze West Community Development District was called to order at 7:00 p.m. in the Meeting Room at the Kendall Breeze West Community Clubhouse located at 11780 SW 138th Avenue, Miami, Florida 33186.

B. PROOF OF PUBLICATION

Proof of publication was presented that notice of the October 18, 2017, Regular Board Meeting had been published in the Miami Daily Business Review on September 28, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

It was determined that the attendance of Chairman Wilmer Gonzalez and Supervisors Eduardo Sanchez, Ahsaki Guilbeaux and Jessica Mouttet, <u>now known as</u> Jessica Figueroa (name change during the summer of 2017), 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 Ginger Wald of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

Also present were Frantz Roger of Miami, Florida; and Marianna Antunez of Miami, Florida.

D. Consider Resignation (Joaquin Lopez) and Appointment to Fill Vacancy in Seat #1

Mr. Kalin advised that he was in possession of Mr. Lopez's resignation letter with an effective date of June 30, 2017, and it would be in order to formally accept the resignation as presented. A discussion ensued after which;

A **motion** was made by Mr. Sanchez, seconded by Ms. Guilbeaux and passed unanimously to approve and accept the resignation of Joaquin Lopez with an effective date of June 30, 2017.

Mr. Kalin stated that there now was a vacancy in Seat #1 and asked if there were any interested and qualified persons residing in the community that would like to fill the vacancy. Ms. Marianna Antunez, a qualified elector residing within the boundaries of the Kendall Breeze West Community Development District stated that she was interested in serving on the Board of Supervisors. A discussion ensued after which;

A **motion** was made by Ms. Figuero, seconded by Mr. Sanchez and passed unanimously to *appoint* Marianna Antunez to fill the remainder of the unexpired 4-year term of office in Seat #1 as a result of the resignation of Mr. Lopez; and this term of office will expire in November 2018.

E. Administer Oath of Office and Review New Board Member Duties and Responsibilities

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Ms. Antunez and she was advised that the Statement of Financial Interests 2016 Form 1 must be completed and mailed to the Supervisor of Elections' office within the County of residency within thirty (30) days of taking office. In addition, Mr. Kalin reviewed important aspects of Government in the Sunshine Law, Public Records Law, Code of Ethics and Financial Disclosure for Public Officials.

F. Re-Election of Officers

Mr. Kalin stated that due to the changes on the Board it would be in order to re-elect the Officers and the following slate of names was provided:

- Chairperson Wilmer Gonzalez
- Vice Chairperson Eduardo Sanchez
- Secretary Treasurer Neil Kalin
- Assistant Secretaries Ahsaki Guilbeaux, Jessica Figueroa, Marianna Antunez, Gloria Perez and Armando Silva

A discussion ensued after which a **motion** was made by Ms. Figueroa, seconded by Ms. Guilbeaux and passed unanimously to *elect* the Officers of the Kendall Breeze West Community Development District, as stated above.

G. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

H. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments from the public for items not on the agenda.

I. APPROVAL OF MINUTES

1. May 17, 2017, Public Hearing & Regular Board Meeting

The minutes of the May 17, 2017, Public Hearing & Regular Board Meeting were presented and the Board was asked if there were any comments or changes. There being no comments or changes, a **motion** was made by Ms. Figueroa, seconded by Mr. Sanchez and unanimously passed to approve the minutes of the May 17, 2017, Public Hearing & Regular Board Meeting, *as presented*.

J. OLD BUSINESS

1. Update Regarding Additional Traffic Calming Devices

Mr. Kalin advised the Board that the additional traffic calming devices had been installed and the cost did not exceed the approved amount.

2. Update Regarding Sidewalk Maintenance (Grinding)

It was noted that the area (intersection of SW 138th Avenue & SW 118th Terrace) where the sidewalk was raised (above ½ inch tolerance) had been repaired by the grinding method. No further action was required at this time.

K. NEW BUSINESS

1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Final Budget

Mr. Kalin presented Resolution No. 2017-05, entitled:

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.

Mr. Kalin read the title of the resolution into the record and provided an explanation for the document. The Operating Fund as of September 30, 2017, had a positive balance. In addition, Mr. Kalin stated that the Debt Service Fund for the Series 2004 Bonds had sufficient funds to make the required November 1, 2017, debt service payment (interest only). A discussion ensued after which;

A **motion** was made by Mr. Sanchez, seconded by Mr. Gonzalez and unanimously passed to approve and adopt Resolution No. 2017-05, *as presented*, thereby setting the amended/revised final budget for the 2016/2017 fiscal year.

2. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates

Mr. Kalin reminded the Board that at the October 15, 2014, Board meeting the firm of Grau & Associates was selected to perform the September 30, 2014, September 30, 2015, and September 30, 2016, year end audits with an option to perform the September 30, 2017, and September 30, 2018, audits. The fee for the September 30, 2014, audit was \$3,500; the fee for the September 30, 2015, audit was \$3,600; and the fee for the September 30, 2016, audit was \$3,700. The proposed fees for the September 30, 2017, audit is \$3,600, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the September 30, 2018, audit is \$3,600.

Grau & Associates has been the District auditor for the past eight years and management is pleased with the professionalism and competence of the partners and staff; therefore, management recommends the renewal option for the Fiscal Year Ending September 30, 2017, and September 30, 2018, audits for Grau & Associates. A discussion ensued after which;

A **motion** was made by Ms. Figueroa, seconded by Mr. Sanchez and unanimously passed to approve the 2-year renewal option and engage the firm of Grau & Associates to perform the fiscal year end audits for the years September 30, 2017, and September 30, 2018, for audit fees of \$3,600 per approved audit year.

3. Staff Report, as Required

There was no Staff Report at this time.

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Discussion Regarding Hurricane "Irma" and Post Storm Community Inspection/Clean-Up

Mr. Kalin advised that District Staff had inspected the community and prepared an inventory of damaged/missing street signs and commenced inspection of all storm drain inlets. Street signage will be repaired and/or replaced on an as needed basis.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Ahsaki Guilbeaux again expressed her concerns about speeding vehicles on the adjacent SW 137th Avenue. Mr. Kalin stated that he would send a note to the owner of the Avenue, the Florida Department of Transportation, regarding the speeding issue and appeal to them to take action.

Mr. Kalin noted that unless an emergency were to arise the District's Board would not need to meet until after the New Year. Holiday greetings were exchanged by those in attendance.

N. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Gonzalez, seconded by Ms. Figueroa and unanimously passed to adjourn the Regular Board Meeting at 7:56 p.m.

Secretary/Assistant Secretary	Chairperson/Vice Chairperson

RESOLUTION NO. 2018-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2018/2019; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors ("Board") of the Kendall Breeze West Community Development District ("District") is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2018/2019 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2018/2019 attached hereto as Exhibit "A" is approved and adopted.

<u>Section 2</u>. A Public Hearing is hereby scheduled for <u>June 20, 2018 at 7:00 p.m.</u> in the Kendall Breeze West Community Clubhouse Meeting Room located at 11780 SW 138th Avenue, Miami, Florida 33186, for the purpose of receiving public comments on the Proposed Fiscal Year 2018/2019 Budget.

PASSED, ADOPTED and EFFECTIVE this 21st day of March, 2018.

ATTEST:	COMMUNITY DEVELOPMENT DISTRICT
By:	By:
Secretary/Assistant Secre	etary Chairperson/Vice Chairperson

Kendall Breeze West Community Development District

Proposed Budget For Fiscal Year 2018/2019 October 1, 2018 - September 30, 2019

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PROPOSED BUDGET

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 OCTOBER 1, 2018 - SEPTEMBER 30, 2019

DEVENUE	FISCAL YEAR 2018/2019	
REVENUES	BUDGET	04.004
ADMINISTRATIVE ASSESSMENTS		61,634
MAINTENANCE ASSESSMENTS		27,657
DEBT ASSESSMENTS		116,985
INTEREST INCOME		180
TOTAL REVENUES	\$	206,456
EXPENDITURES		
MAINTENANCE & OPERATIONS EXPENDITURES		
ENGINEERING - ANNUAL REPORT & INSPECTIONS		1,200
STREET/ROADWAY & STORMWATER MAINTENANCE		18,000
SPECIAL PROJECTS		7,200
MISCELLANEOUS MAINTENANCE		5,000
TOTAL MAINTENANCE & OPERATIONS EXPENDITURES	\$	31,400
TOTAL MAINTENANCE & OPERATIONS EXPENDITURES	V	31,400
ADMINISTRATIVE EXPENDITURES		
SUPERVISOR FEES		5,000
PAYROLL TAXES (EMPLOYER)		385
MANAGEMENT		28,908
SECRETARIAL & FIELD OPERATIONS		5,600
LEGAL		8,000
ASSESSMENT ROLL		7,500
AUDIT FEES		3,600
INSURANCE		6,356
LEGAL ADVERTISING		725
MISCELLANEOUS		1,400
POSTAGE		250
OFFICE SUPPLIES		475
DUES & SUBSCRIPTIONS		175
TRUSTEE FEES		4,100
CONTINUING DISCLOSURE FEE		350
WEBSITE MANAGEMENT		1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$	74,324
TOTAL ADMINISTRATIVE EXPENSIONES	•	74,024
TOTAL EXPENDITURES	\$	105,724
REVENUES LESS EXPENDITURES	\$	100,732
BOND PAYMENTS		(109,966)
BALANCE	\$	(9,234)
COUNTY APPRAISER & TAX COLLECTOR FEE		(4,125)
DISCOUNTS FOR EARLY PAYMENTS		(8,251)
EXCESS/ (SHORTFALL)	\$	(21,610)
CARRYOVER FROM PRIOR YEAR		21,610
		,
NET EXCESS / (SHORTFALL)	\$	-

DETAILED PROPOSED BUDGET

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 OCTOBER 1, 2018 - SEPTEMBER 30, 2019

REVENUES	FISCAL YEAR 2016/2017 ACTUAL	FISCAL YEAR 2017/2018 BUDGET	FISCAL YEAR 2018/2019 BUDGET	COMMENTS
ADMINISTRATIVE ASSESSMENTS	68,469	66,187	61,634	Expenditures Less Interest & 75% Of Carryover/.94
MAINTENANCE ASSESSMENTS	21,649	25,931	27,657	Expenditures Less 25% Of Carryover/.94
DEBT ASSESSMENTS	116,876	114,402	116,985	Bond Payments/.94
INTEREST INCOME	271	120	180	Estimated At \$15 Per Month
TOTAL REVENUES	\$ 207,265	\$ 206,640	\$ 206,456	
EXPENDITURES				
MAINTENANCE & OPERATIONS EXPENDITURES				
ENGINEERING - ANNUAL REPORT & INSPECTIONS	1,050	2,400	1,200	\$1,200 Decrease From 2017/2018 Budget
STREET/ROADWAY & STORMWATER MAINTENANCE	6,396	15,000	18,000	\$3,000 Increase From 2017/2018 Budget
SPECIAL PROJECTS	0	6,000	7,200	\$1,200 Increase From 2017/2018 Budget
MISCELLANEOUS MAINTENANCE	300	4,800	5,000	\$200 Increase From 2017/2018 Budget
TOTAL MAINTENANCE & OPERATIONS EXPENDITURES	\$ 7,746	\$ 28,200	\$ 31,400	
ADMINISTRATIVE EXPENDITURES				
SUPERVISOR FEES	3,000	5,000	5,000	No Change From 2017/2018 Budget
PAYROLL TAXES (EMPLOYER)	230	385	385	Supervisor Fees *7.65%
MANAGEMENT	27,744	28,320	28,908	CPI Adjustment
SECRETARIAL & FIELD OPERATIONS	4,900	5,250	5,600	\$350 Increase From 2017/2018 Budget
LEGAL	6,937	8,500	8,000	\$500 Decrease From 2017/2018 Budget
ASSESSMENT ROLL	7,500	7,500		As Per Contract
AUDIT FEES	3,700	3,600	3,600	Accepted Amount For 2017/2018 Audit
INSURANCE	5,778	6,356	6,356	Insurance Company Estimate
LEGAL ADVERTISING	401	750	725	\$25 Decrease From 2017/2018 Budget
MISCELLANEOUS	458	1,400	1,400	No Change From 2017/2018 Budget
POSTAGE	87	275	250	\$25 Decrease From 2017/2018 Budget
OFFICE SUPPLIES	224	500	475	\$25 Decrease From 2017/2018 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2017/2018 Budget
TRUSTEE FEES	3,717	3,800	4,100	Trustee (US Bank) Increasing Fees In 2018/2019
CONTINUING DISCLOSURE FEE	350	500	350	\$150 Decrease From 2017/2018 Budget
WEBSITE MANAGEMENT	1,500	1,500	1,500	No Change From 2017/2018 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 66,701	\$ 73,811	\$ 74,324	
TOTAL EXPENDITURES	\$ 74,447	\$ 102,011	\$ 105,724	
REVENUES LESS EXPENDITURES	\$ 132,818	\$ 104,629	\$ 100,732	
BOND PAYMENTS	(111,538)	(107,538)	(109,966)	2019 P & I Payments Less Earned Interest
BALANCE	\$ 21,280	\$ (2,909)	\$ (9,234)	
COUNTY APPRAISER & TAX COLLECTOR FEE	(1,995)	(4,130)	(4 125)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(7,427)	(8,261)	, ,	Four Percent Of Total Assessment Roll
	(1,121)	(0,201)	(0,201)	- 13. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.
EXCESS/ (SHORTFALL)	\$ 11,858	\$ (15,300)	\$ (21,610)	
CARRYOVER FROM PRIOR YEAR	0	15,300	21,610	Carryover From Prior Year
The second secon		10,000	21,010	
NET EXCESS / (SHORTFALL)	\$ 11,858	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019

OCTOBER 1, 2018 - SEPTEMBER 30, 2019

	FISCAL Y	ÆAR	FISCA	AL YEAR	F	ISCAL YEAR	
	2016/20)17	201	7/2018		2018/2019	
REVENUES	ACTUA	AL	BU	DGET		BUDGET	COMMENTS
Interest Income		283		25		100	Projected Interest For 2018/2019
NAV Tax Collection	11	11,538		107,538		109,966	2019 P & I Payments Less Earned Interest
Total Revenues	\$ 11	1,821	\$	107,563	\$	110,066	
EXPENDITURES							
Principal Payments	4	10,000		40,000		45,000	Principal Payment Due In 2019
Interest Payments	7	71,088		67,563		65,066	Interest Payments Due In 2019
Total Expenditures	\$ 11	1,088	\$	107,563	\$	110,066	
Excess / (Shortfall)	\$	733	\$	-	\$	-	

Series 2004 Bond Information

Original Par Amount = \$1,580,000 Annual Principal Payments Due: May 1st

Interest Rate = 5.875% Annual Interest Payments Due: May 1st & November 1st

Issue Date = December 2004

Maturity Date = May 2034

Kendall Breeze West Community Development District Assessment Comparison

		ı	iscal Year	I	Fiscal Year	I	Fiscal Year	F	iscal Year		
			2015/2016		2016/2017	:	2017/2018	2	2018/2019		
Lot		A	ssessment	Assessment		Assessment Assess		assessment	Projec	ected Assessment	
Size		Bef	ore Discount*	Bef	ore Discount*	Bef	ore Discount*	Befo	ore Discount*		
30	Administrative	\$	322.77	\$	327.85	\$	318.21	\$	296.32		
	Maintenance <u>Debt</u>	\$	99.73 548.48	\$	104.08 537.23	\$ \$	124.67 525.86	\$ \$	132.97 537.74		
	Sub-Total For Lot Size 30	\$	970.98	\$	969.16	\$	968.74	\$	967.03		
35	Administrative	\$	322.77	\$	327.85	\$	318.21	\$	296.32		
	Maintenance <u>Debt</u>	\$ \$	99.73 624.40	\$ \$	104.08 611.60	\$ \$	124.67 598.65	\$ \$	132.97 612.17		
	Sub-Total For Lot Size 35	\$	1,046.90	\$	1,043.53	\$	1,041.53	\$	1,041.46		

* Assessments Include the Following:

4% Discount for Early Payments

1% County Tax Collector Fee

1% County Property Appraiser Fee

Community Information:

Thirty Foot Homes	139
Thirty Five Foot Homes	69
Total Units	208