



**KENDALL BREEZE WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 20, 2019
7:00 P.M.**

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

www.kendallbreezewestcdd.org

305.777.0761 Telephone
877.SDS.4922 Toll Free
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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 20, 2019
7:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Appointment to Fill Vacancy: Seat #1
- E. Administer Oath of Office & Review Board Member Responsibilities and Duties
- F. 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. November 14, 2019 Regular Board Meeting.....Page 2
- J. Old Business
 - 1. Staff Report as Required
- K. New Business
 - 1. Consider Resolution No. 2019-01 – Adopting Fiscal Year 2019/2020 Proposed Budget.....Page 6
 - 2. Discussion Regarding Traffic Calming Devices/Signage
 - 3. Discussion Regarding Modification to Entrance Approach - SW 137th Ave & SW 115th Street
- L. Administrative & Operational Matters
 - 1. Staff Report as Required
- 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 CHRISTINA RAVIX, 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 2018/2019 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of
10/05/2018

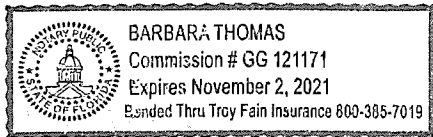
Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has 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.

C. Ravix

Sworn to and subscribed before me this
5 day of OCTOBER, A.D. 2018

Barbara Thomas

(SEAL)
CHRISTINA RAVIX personally known to me



KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2018/2019 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 138th Avenue, Miami, Florida 33186 at 7:00 p.m. on the following dates:

- October 17, 2018
- November 14, 2018
- November 21, 2018
- January 16, 2019
- February 20, 2019
- March 20, 2019
- April 17, 2019
- May 15, 2019
- June 19, 2019
- September 18, 2019

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 cancelled from time to time with no advertised notice.

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT

www.kendallbreezewestdod.org

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18-51/0000351212M

**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 14, 2018**

A. CALL TO ORDER

The November 14, 2018, Regular Board Meeting of the Kendall Breeze West Community Development District was called to order at 7:05 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 November 14, 2018, Regular Board Meeting had been published in the *Miami Daily Business Review* on October 5, 2018, as part of the District's Fiscal Year 2018/2019 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

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

Attending Staff members were as follows: District Manager Armando Silva of Special District Services, Inc.; and General Counsel Ginger Wald 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. September 19, 2018, Regular Board Meeting

The minutes of the September 19, 2018, 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 Mr. Sanchez, seconded by Ms. Antunez and unanimously passed to approve the minutes of the September 19, 2018, Regular Board Meeting, *as presented*.

G. OLD BUSINESS

1. Update Regarding Alternate Ingress and Egress to District/Community

Mr. Silva provided the Board with a document that outlined the parameters that the Miami-Dade County Fire Rescue Department uses for determining where an "emergency exit gate" can be located. Mr. Silva also reminded the Board that discussions regarding possibly constructing an

“emergency exit gate” would have to be taken up with the Kendall Breeze West Homeowners’ Association, as they are the entity that owns the area where a potential “emergency exit gate” would be located. A discussion ensued after which the Board consensus was to not further pursue any action regarding this matter.

2. Staff Report, as Required

There was no Staff Report at this time.

H. NEW BUSINESS

1. Consider Resolution No. 2018-05 – Adopting a Fiscal Year 2017/2018 Amended Final Budget

Mr. Silva presented Resolution No. 2018-05, entitled:

RESOLUTION NO. 2018-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and provided an explanation for the document. The Operating Fund as of September 30, 2018, had a positive balance. In addition, Mr. Silva stated that the Debt Service Fund for the Series 2004 Bonds had sufficient funds to make the required November 1, 2018, 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. 2018-05, *as presented*, thereby setting the amended/revised final budget for the 2017/2018 fiscal year.

2. Staff Report, as Required

There was no Staff Report at this time.

L. ADMINISTRATIVE & OPERATIONAL MATTERS

1. District Election Results and Procedures Regarding Declaring Vacancy

Mr. Silva stated that no one had qualified for Seats #1 (currently held by Ms. Antunez) during the qualifying period for election for the District and since the Board could possibly not meet again until after two (2) weeks after the 2018 General Election (held November 6, 2018) that it would be in order to declare a vacancy in Seat #1, effective as of the second Tuesday (November 20, 2018) following the November General Election. Pursuant to Section 190.006, Florida Statutes, within ninety (90) days from November 20, 2018, (the vacancy declaration date), the Board shall appoint a qualified elector of the District to the vacancy in Seat #2. A discussion ensued after which:

A **motion** was made by Ms. Guilbeaux, seconded by Mr. Gonzalez and unanimously passed declaring a vacancy (Marianna Antunez, current holdover) in Seat #1, effective November 20, 2018; and the Board shall appoint a qualified elector within ninety (90) days from November 20, 2018, to fill said vacancy.

Mr. Silva stated that Eduardo Sanchez was the only qualified elector who had qualified for Seat #2 and that the Miami-Dade County Supervisor of Elections' Office declared Mr. Sanchez "elected unopposed." Therefore, Mr. Sanchez will commence his new term of office in Seat #2, effective at 12:01 a.m. on November 20, 2018. Since the Board might not meet until after the first of the year, District Staff will provide Mr. Sanchez with an Oath of Office form so that he can be sworn in on or after November 20, 2018.

2. Financial Risk Management Policy/Review – 2017/2018 Fiscal Year

The Board Members were advised that Special District Services, Inc. ("SDS, Inc."), acting in the capacity of District Manager, as part of best 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(s); 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 1st through September 30th) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30th) 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.

M. BOARD MEMBER & STAFF CLOSING COMMENTS

Mr. Silva 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. Guilbeaux and unanimously passed to adjourn the Regular Board Meeting at 7:26 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2019-01

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 2019/2020; 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 2019/2020 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 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 19, 2019 at 7:00 p.m. 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 2019/2020 Budget.

PASSED, ADOPTED and EFFECTIVE this 20th day of March, 2019.

ATTEST:

**KENDALL BREEZE WEST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Kendall Breeze West Community Development District

**Proposed Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

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- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	63,886
MAINTENANCE ASSESSMENTS	23,537
DEBT ASSESSMENTS	118,604
INTEREST INCOME	180
TOTAL REVENUES	\$ 206,207
EXPENDITURES	
MAINTENANCE & OPERATIONS EXPENDITURES	
ENGINEERING - ANNUAL REPORT & INSPECTIONS	1,200
STREET/ROADWAY & STORMWATER MAINTENANCE	13,200
SPECIAL PROJECTS	7,200
STORM CLEANUP - IRMA	0
MISCELLANEOUS MAINTENANCE	5,000
MAINTENANCE CONTINGENCY	1,200
TOTAL MAINTENANCE & OPERATIONS EXPENDITURES	\$ 27,800
ADMINISTRATIVE EXPENDITURES	
SUPERVISOR FEES	5,000
PAYROLL TAXES (EMPLOYER)	385
MANAGEMENT	29,448
SECRETARIAL & FIELD OPERATIONS	6,000
LEGAL	8,000
ASSESSMENT ROLL	7,500
AUDIT FEES	3,700
INSURANCE	6,500
LEGAL ADVERTISING	700
MISCELLANEOUS	1,500
POSTAGE	250
OFFICE SUPPLIES	450
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	4,100
CONTINUING DISCLOSURE FEE	350
WEBSITE MANAGEMENT	2,000
ADMINISTRATIVE CONTINGENCY	1,200
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 77,258
TOTAL EXPENDITURES	\$ 105,058
REVENUES LESS EXPENDITURES	\$ 101,149
BOND PAYMENTS	(111,488)
BALANCE	\$ (10,339)
COUNTY APPRAISER & TAX COLLECTOR FEE	(4,120)
DISCOUNTS FOR EARLY PAYMENTS	(8,241)
EXCESS/ (SHORTFALL)	\$ (22,700)
CARRYOVER FROM PRIOR YEAR	22,700
NET EXCESS / (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
REVENUES				
ADMINISTRATIVE ASSESSMENTS	66,369	61,634	63,886	Expenditures Less Interest & 75% Of Carryover/.94
MAINTENANCE ASSESSMENTS	25,931	27,657	23,537	Expenditures Less 25% Of Carryover/.94
DEBT ASSESSMENTS	114,402	116,985	118,604	Bond Payments/.94
INTEREST INCOME	295	180	180	Estimated At \$15 Per Month
TOTAL REVENUES	\$ 206,997	\$ 206,456	\$ 206,207	
EXPENDITURES				
MAINTENANCE & OPERATIONS EXPENDITURES				
ENGINEERING - ANNUAL REPORT & INSPECTIONS	1,700	1,200	1,200	No Change From 2018/2019 Budget
STREET/ROADWAY & STORMWATER MAINTENANCE	993	18,000	13,200	\$4,800 Decrease From 2018/2019 Budget
SPECIAL PROJECTS	0	7,200	7,200	No Change From 2018/2019 Budget
STORM CLEANUP - IRMA	1,763	0	0	Fiscal Year 2017/2018 Expenditure
MISCELLANEOUS MAINTENANCE	1,364	5,000	5,000	No Change From 2018/2019 Budget
MAINTENANCE CONTINGENCY	0	0	1,200	Maintenance Contingency
TOTAL MAINTENANCE & OPERATIONS EXPENDITURES	\$ 5,820	\$ 31,400	\$ 27,800	
ADMINISTRATIVE EXPENDITURES				
SUPERVISOR FEES	3,000	5,000	5,000	No Change From 2018/2019 Budget
PAYROLL TAXES (EMPLOYER)	229	385	385	Supervisor Fees *7.65%
MANAGEMENT	28,320	28,908	29,448	CPI Adjustment
SECRETARIAL & FIELD OPERATIONS	5,250	5,600	6,000	\$400 Increase From 2018/2019 Budget
LEGAL	8,175	8,000	8,000	No Change From 2018/2019 Budget
ASSESSMENT ROLL	7,500	7,500	7,500	As Per Contract
AUDIT FEES	3,600	3,600	3,700	\$1,000 Increase From 2018/2019 Budget
INSURANCE	5,778	6,356	6,500	Insurance Estimate
LEGAL ADVERTISING	175	725	700	\$25 Decrease From 2018/2019 Budget
MISCELLANEOUS	746	1,400	1,500	\$100 Increase From 2018/2019 Budget
POSTAGE	93	250	250	No Change From 2018/2019 Budget
OFFICE SUPPLIES	215	475	450	\$25 Decrease From 2018/2019 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2018/2019 Budget
TRUSTEE FEES	3,717	4,100	4,100	Trustee (US Bank) Increased Fees In 2018/2019
CONTINUING DISCLOSURE FEE	350	350	350	No Change From 2018/2019 Budget
WEBSITE MANAGEMENT	1,500	1,500	2,000	\$500 Increase From 2018/2019 Budget
ADMINISTRATIVE CONTINGENCY	0	0	1,200	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 68,823	\$ 74,324	\$ 77,258	
TOTAL EXPENDITURES	\$ 74,643	\$ 105,724	\$ 105,058	
REVENUES LESS EXPENDITURES	\$ 132,354	\$ 100,732	\$ 101,149	
BOND PAYMENTS	(109,128)	(109,966)	(111,488)	2020 P & I Payments Less Earned Interest
BALANCE	\$ 23,226	\$ (9,234)	\$ (10,339)	
COUNTY APPRAISER & TAX COLLECTOR FEE	(1,991)	(4,125)	(4,120)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(7,526)	(8,251)	(8,241)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 13,709	\$ (21,610)	\$ (22,700)	
CARRYOVER FROM PRIOR YEAR	0	21,610	22,700	Carryover From Prior Year
NET EXCESS / (SHORTFALL)	\$ 13,709	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2016/2017	2018/2019	2019/2020	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	1,039	100	200	Projected Interest For 2019/2020
NAV Tax Collection	109,128	109,966	111,488	2020 P & I Payments Less Earned Interest
Total Revenues	\$ 110,167	\$ 110,066	\$ 111,688	
EXPENDITURES				
Principal Payments	45,000	45,000	50,000	Principal Payment Due In 2020
Interest Payments	68,591	65,066	61,688	Interest Payments Due In 2020
Total Expenditures	\$ 113,591	\$ 110,066	\$ 111,688	
Excess / (Shortfall)	\$ (3,424)	\$ -	\$ -	

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

Lot Size		Fiscal Year 2016/2017	Fiscal Year 2017/2018	Fiscal Year 2018/2019	Fiscal Year 2019/2020
		Assessment Before Discount*	Assessment Before Discount*	Assessment Before Discount*	Projected Assessment Before Discount*
30	Administrative	\$ 327.85	\$ 318.21	\$ 296.32	\$ 307.15
	Maintenance	\$ 104.08	\$ 124.67	\$ 132.97	\$ 113.16
	<u>Debt</u>	\$ 537.23	\$ 525.86	\$ 537.74	\$ 545.18
	Sub-Total For Lot Size 30	\$ 969.16	\$ 968.74	\$ 967.03	\$ 965.49
35	Administrative	\$ 327.85	\$ 318.21	\$ 296.32	\$ 307.15
	Maintenance	\$ 104.08	\$ 124.67	\$ 132.97	\$ 113.16
	<u>Debt</u>	\$ 611.60	\$ 598.65	\$ 612.17	\$ 620.64
	Sub-Total For Lot Size 35	\$ 1,043.53	\$ 1,041.53	\$ 1,041.46	\$ 1,040.95

* 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
<u>Thirty Five Foot Homes</u>	<u>69</u>
Total Units	208