



**KENDALL BREEZE WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
FEBRUARY 21, 2024
7:00 P.M.**

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

www.kendallbreezewestcdd.org
786.347.2700 ext. 2027 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT
Community Clubhouse – Meeting Room
11780 SW 138th Avenue
Miami, Florida 33186
REGULAR BOARD MEETING
February 21, 2024
7:00 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. October 18, 2023 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report, as Required
- H. New Business
 - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 5
 - 2. Consider Resolution No. 2024-02 – Adopting an Electronic Signature Policy.....Page 12
 - 3. Discussion Regarding Sidewalk Milling.....Page 15
 - 4. Discussion Regarding Required Ethics Training.....Page 27
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI-DADE

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

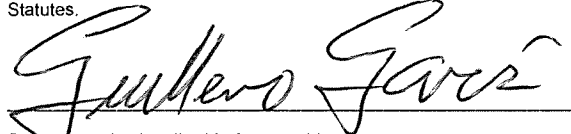
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, of Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement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

KENDALL BREEZE WEST COMMUNITY DEVELOPMENT
DISTRICT - FISCAL YEAR 2023/2024 REGULAR MEETING
SCHEDULE

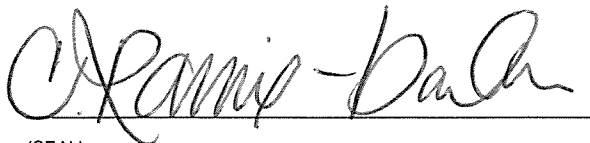
in the XXXX Court,
was published in a newspaper by print in the issues of Miami
Daily Business Review f/k/a Miami Review on

10/06/2023

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

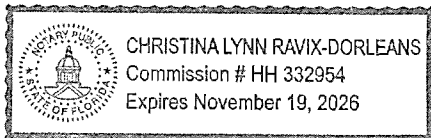


Sworn to and subscribed before me this
6 day of OCTOBER, A.D. 2023



(SEAL)

GUILLERMO GARCIA personally known to me



KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2023/2024 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 18, 2023
November 15, 2023
February 21, 2024
March 20, 2024
April 17, 2024
May 15, 2024
June 19, 2024
September 18, 2024

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 trnguyen@kbsdinc.org 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 trnguyen@kbsdinc.org 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.kendallbreezewestodd.org
10/6

23-45/000056580AM

**KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 18, 2023**

A. CALL TO ORDER

District Manager Nancy Nguyen called the October 18, 2023, Regular Board Meeting of the Kendall Breeze West Community Development District (the “District”) to order at approximately 7:02 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

Ms. Nguyen presented proof of publication that notice of the October 18, 2023, Regular Board Meeting had been published in the *Miami Daily Business Review* on October 6, 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 Chairwoman Liana Cervino, Vice Chairwoman Jessica Figueroa (who arrived at 7:07 p.m.), and Supervisors Eduardo Sanchez, Marianna Antunez and Dena Sherman constituted a quorum and it was in order to proceed with the meeting.

Attending Staff were as follows: District Manager Nancy Nguyen of Special District Services, Inc.; and General Counsel Gregory George of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions 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. May 17, 2023, Regular Board Meeting and Public Hearing

Ms. Nguyen presented the minutes of the May 17, 2023, Regular Board Meeting and Public Hearing and asked if there were any changes and/or corrections. There being no comments or changes, a **motion** was made by Mr. Sanchez, seconded by Ms. Cervino and passed unanimously approving the minutes of the May 17, 2023, Regular Board Meeting and Public Hearing, as presented.

G. OLD BUSINESS

1. Update Regarding Sidewalk Pressure Cleaning

Ms. Nguyen informed the Board that the first pressure cleaning service of fiscal year 2023/2024 was scheduled for November 16 – November 17 (before Thanksgiving as requested by the Board). She stated that the second service would be performed in April or May.

H. NEW BUSINESS

1. Consider Resolution No. 2023-06 – Adopting a Fiscal Year 2022/2023 Amended Budget

NOTE: Ms. Figueroa arrived at approximately 7:07 p.m.

Ms. Nguyen presented Resolution No. 2023-06, entitled:

RESOLUTION NO. 2023-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Ms. Nguyen provided an explanation for the document. She indicated that the District was under budget and there was now an operating fund balance of approximately \$133,000. Ms. Nguyen reminded the Board that the intention of the District was to continue to build up the fund balance and use those monies for the roadway resurfacing. A discussion ensued after which:

A **motion** was made by Ms. Figueroa, seconded by Ms. Cervino and unanimously passed adopting Resolution No. 2023-06, as presented, thereby setting the amended/revised budget for the 2022/2023 fiscal year.

2. Consider Resolution No. 2023-07 – Adopting a Records Retention Policy

Ms. Nguyen presented Resolution No. 2023-07, entitled:

RESOLUTION 2023-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. George explained that this document provides that the electronic record shall be considered the official record and any paper originals are considered duplicates which may be disposed of unless required by any applicable statute, rule or ordinance, per section 668.50, Florida Statutes.

A **motion** was made by Ms. Figueroa, seconded by Ms. Cervino and unanimously passed adopting Resolution No. 2023-07; thereby adopting a Records Retention Policy.

3. Discussion Regarding Required Ethics Training Memorandum

Mr. George explained, effective January 1, 2024, elected officers, such as the District Board Supervisors, will be required to complete four (4) hours of ethics training annually. He further explained that this requirement is noted on page 1 of the Form 1, Statement of Financial Interests, which is completed annually by Board Supervisors. Mr. George recommended that this training requirement be completed by July 1, annually, so that the supervisor or officer can verify compliance with the required training on his or her Form 1. Additionally, if supervisors or officers assume office on or before March 31st, they must complete the ethics training by December 31st of each year the term begins; however, if the term starts after March 31st, the supervisor or officer is not required to complete the required ethics training until December 31st of the following year.

4. Discussion Regarding 2023 Legislative Update Memorandum

Mr. George explained that his firm had prepared a memorandum summarizing the legislative acts that became law during the most recent legislative session. Mr. George provided the Board an explanation of the laws that pertain to the District. Mr. George informed the Board that if they have any questions regarding these new laws, they may contact his office or visit <http://laws.flrules.org/>.

I. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Staff Report, as Required

There was no staff report at this time.

J. BOARD MEMBER & STAFF CLOSING COMMENTS

Ms. Nguyen stated that unless an emergency were to arise, the Board would not need to meet until February 21, 2024.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Figueroa, seconded by Ms. Cervino and passed unanimously adjourning the Regular Board Meeting at approximately 7:22 p.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

RESOLUTION NO. 2024-01

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 2024/2025; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (the “Board”) of the Kendall Breeze West Community Development District (the “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 2024/2025 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 2024/2025 attached hereto as Exhibit “A” is approved and adopted by the Board.

Section 2. A Public Hearing is hereby scheduled for May 15, 2024 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 2024/2025 Budget.

PASSED, ADOPTED and EFFECTIVE this 21st day of February, 2024.

ATTEST:

**KENDALL BREEZE WEST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chair / Vice Chair

Kendall Breeze West Community Development District

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

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- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
KENDALL BREEZE WEST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET
REVENUES	
ADMINISTRATIVE ASSESSMENTS	84,879
MAINTENANCE ASSESSMENTS	72,964
DEBT ASSESSMENTS	115,336
INTEREST INCOME	720
TOTAL REVENUES	\$ 273,899
EXPENDITURES	
MAINTENANCE & OPERATIONS EXPENDITURES	
ENGINEERING - ANNUAL REPORT & INSPECTIONS	3,000
STREET/ROADWAY & STORMWATER MAINTENANCE	19,400
PRESERVATION AREA MAINTENANCE	3,500
PRESSURE CLEANING	10,500
ROADWAY RESURFACING PROJECT	14,286
SPECIAL PROJECTS	10,700
SIDEWALK REPAIRS (MILLING & REPLACEMENTS)	5,500
MISCELLANEOUS MAINTENANCE	0
MAINTENANCE CONTINGENCY	1,700
TOTAL MAINTENANCE & OPERATIONS EXPENDITURES	\$ 68,586
ADMINISTRATIVE EXPENDITURES	
SUPERVISOR FEES	5,000
PAYROLL TAXES (EMPLOYER)	383
MANAGEMENT	33,348
SECRETARIAL & FIELD OPERATIONS	6,000
LEGAL	8,500
ASSESSMENT ROLL	7,500
AUDIT FEES	3,900
INSURANCE	7,100
LEGAL ADVERTISING	1,700
MISCELLANEOUS	1,000
POSTAGE	250
OFFICE SUPPLIES	400
DUES & SUBSCRIPTIONS	175
TRUSTEE FEES	4,100
CONTINUING DISCLOSURE FEE	350
WEBSITE MANAGEMENT	2,000
ADMINISTRATIVE CONTINGENCY	1,300
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 83,006
TOTAL EXPENDITURES	\$ 151,592
REVENUES LESS EXPENDITURES	\$ 122,307
BOND PAYMENTS	(108,416)
BALANCE	\$ 13,891
COUNTY APPRAISER & TAX COLLECTOR FEE	(5,464)
DISCOUNTS FOR EARLY PAYMENTS	(10,927)
EXCESS/ (SHORTFALL)	\$ (2,500)
CARRYOVER FROM PRIOR YEAR	2,500
NET EXCESS / (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
KENDALL BREEZE WEST 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
REVENUES				
ADMINISTRATIVE ASSESSMENTS	84,740	85,304	84,879	Expenditures Less Interest & Carryover/.94
MAINTENANCE ASSESSMENTS	73,497	72,964	72,964	Expenditures/.94
DEBT ASSESSMENTS	115,472	114,973	115,336	Bond Payments/.94
INTEREST INCOME	6,202	360	720	Estimated At \$60 Per Month
TOTAL REVENUES	\$ 279,911	\$ 273,601	\$ 273,899	
EXPENDITURES				
MAINTENANCE & OPERATIONS EXPENDITURES				
ENGINEERING - ANNUAL REPORT & INSPECTIONS	4,188	2,000	3,000	\$1,000 Increase From 2023/2024 Budget
STREET/ROADWAY & STORMWATER MAINTENANCE	18,854	18,400	19,400	\$1,000 Increase From 2023/2024 Budget
PRESERVATION AREA MAINTENANCE	2,868	6,500	3,500	\$3,000 Decrease From 2023/2024 Budget
PRESSURE CLEANING	10,001	10,500	10,500	No Change From 2023/2024 Budget
ROADWAY RESURFACING PROJECT	0	14,286	14,286	14 Year Project (3rd Year - Total Cost: \$200,000)
SPECIAL PROJECTS	11,975	10,700	10,700	No Change From 2023/2024 Budget
SIDEWALK REPAIRS (MILLING & REPLACEMENTS)	0	0	5,500	Sidewalk Repairs (Milling & Replacements)
MISCELLANEOUS MAINTENANCE	0	5,000	0	Line Item Eliminated
MAINTENANCE CONTINGENCY	0	1,200	1,700	\$500 Increase From 2023/2024 Budget
TOTAL MAINTENANCE & OPERATIONS EXPENDITURES	\$ 47,886	\$ 68,586	\$ 68,586	
ADMINISTRATIVE EXPENDITURES				
SUPERVISOR FEES	2,800	5,000	5,000	Supervisor Fees
PAYROLL TAXES (EMPLOYER)	214	383	383	Supervisor Fees *7.65%
MANAGEMENT	31,452	32,388	33,348	CPI Adjustment (Capped At 3%)
SECRETARIAL & FIELD OPERATIONS	6,000	6,000	6,000	No Change From 2023/2024 Budget
LEGAL	9,015	8,500	8,500	No Change From 2023/2024 Budget
ASSESSMENT ROLL	7,500	7,500	7,500	As Per Contract
AUDIT FEES	3,700	3,800	3,900	\$100 Increase From 2023/2024 Budget
INSURANCE	6,134	6,600	7,100	Fiscal Year 2023/2024 Expenditure Was \$6,594
LEGAL ADVERTISING	292	700	1,700	Costs Will Increase Due To Closing Of The Miami Business Review
MISCELLANEOUS	675	1,100	1,000	\$100 Decrease From 2023/2024 Budget
POSTAGE	150	250	250	No Change From 2023/2024 Budget
OFFICE SUPPLIES	259	400	400	No Change From 2023/2024 Budget
DUES & SUBSCRIPTIONS	175	175	175	No Change From 2023/2024 Budget
TRUSTEE FEES	4,089	4,100	4,100	No Change From 2023/2024 Budget
CONTINUING DISCLOSURE FEE	350	350	350	No Change From 2023/2024 Budget
WEBSITE MANAGEMENT	2,000	2,000	2,000	No Change From 2023/2024 Budget
ADMINISTRATIVE CONTINGENCY	0	1,300	1,300	Administrative Contingency
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 74,805	\$ 80,546	\$ 83,006	
TOTAL EXPENDITURES	\$ 122,691	\$ 149,132	\$ 151,592	
REVENUES LESS EXPENDITURES	\$ 157,220	\$ 124,469	\$ 122,307	
BOND PAYMENTS	(110,002)	(108,075)	(108,416)	2025 P & I Payments Less Earned Interest
BALANCE	\$ 47,218	\$ 16,394	\$ 13,891	
COUNTY APPRAISER & TAX COLLECTOR FEE	(2,632)	(5,464)	(5,464)	Two Percent Of Total Assessment Roll
DISCOUNTS FOR EARLY PAYMENTS	(10,322)	(10,930)	(10,927)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 34,264	\$ -	\$ (2,500)	
CARRYOVER FROM PRIOR YEAR	0	0	2,500	Carryover From Prior Year
NET EXCESS / (SHORTFALL)	\$ 34,264	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
KENDALL BREEZE WEST 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	3,355	100	500	Projected Interest For 2024/2025
NAV Tax Collection	110,002	108,075	108,416	2025 P & I Payments Less Earned Interest
Total Revenues	\$ 113,357	\$ 108,175	\$ 108,916	
EXPENDITURES				
Principal Payments	55,000	60,000	65,000	Principal Payment Due In 2025
Interest Payments	53,169	48,175	43,916	Interest Payments Due In 2025
Total Expenditures	\$ 108,169	\$ 108,175	\$ 108,916	
Excess / (Shortfall)	\$ 5,188	\$ -	\$ -	

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		
Par Amount As Of 1/1/24 =	\$840,000		

Kendall Breeze West Community Development District Assessment Comparison

Lot Size		Fiscal Year 2021/2022 Assessment Before Discount*	Fiscal Year 2022/2023 Assessment Before Discount*	Fiscal Year 2023/2024 Assessment Before Discount*	Fiscal Year 2024/2025 Assessment Before Discount*
30	Administrative	\$ 397.00	\$ 405.75	\$ 410.12	\$ 408.08
	Maintenance	\$ 353.35	\$ 353.35	\$ 350.79	\$ 350.79
	<u>Debt</u>	<u>\$ 539.60</u>	<u>\$ 530.78</u>	<u>\$ 528.50</u>	<u>\$ 530.16</u>
	Sub-Total For Lot Size 30	\$ 1,289.95	\$ 1,289.88	\$ 1,289.41	\$ 1,289.03
35	Administrative	\$ 397.00	\$ 405.75	\$ 410.12	\$ 408.08
	Maintenance	\$ 353.35	\$ 353.35	\$ 350.79	\$ 350.79
	<u>Debt</u>	<u>\$ 614.29</u>	<u>\$ 604.25</u>	<u>\$ 601.65</u>	<u>\$ 603.55</u>
	Sub-Total For Lot Size 35	\$ 1,364.64	\$ 1,363.35	\$ 1,362.56	\$ 1,362.42

* 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

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE KENDALL BREEZE WEST 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 Kendall Breeze West 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. 04-144 of the City Commission of Miami, Florida enacted on 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 KENDALL BREEZE WEST 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 Kendall Breeze West 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 21st day of February 2024.

**KENDALL BREEZE WEST COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair / Vice Chair



PROPOSAL

4122 NE 22nd Court, Homestead, FL 33033
Tel 786-694-0709
E-mail: operations@raptorvac.com

SIDEWALK TRIP HAZARD REMOVAL

PROPOSAL SUBMITTED TO: Kendall Breeze West CDD % SDS, Inc.	PROJECT NAME: Kendall Breeze West
BUSINESS ADDRESS: 2501A Burns Road Palm Beach Gardens, FL 33410	PROJECT LOCATION: 11780 SW 138th Ave, Miami, FL 33186
TELEPHONE: 561-630-4922	DATE: February 12, 2024

We hereby propose to furnish all labor and equipment to complete the work outlined in this proposal in accordance with the Scope of Work listed below.

SCOPE OF WORK: Pick up truck, concrete scarifier and grinders to remove sidewalk trip hazards and restore seamless transition at sixty one (61) locations throughout development.

COST: We propose to conduct this work in accordance with the above Scope of Work for the sum of \$4,209.00

Four Thousand Two Hundred Nine Dollars and 00/100 Cents

TERMS: Net 30

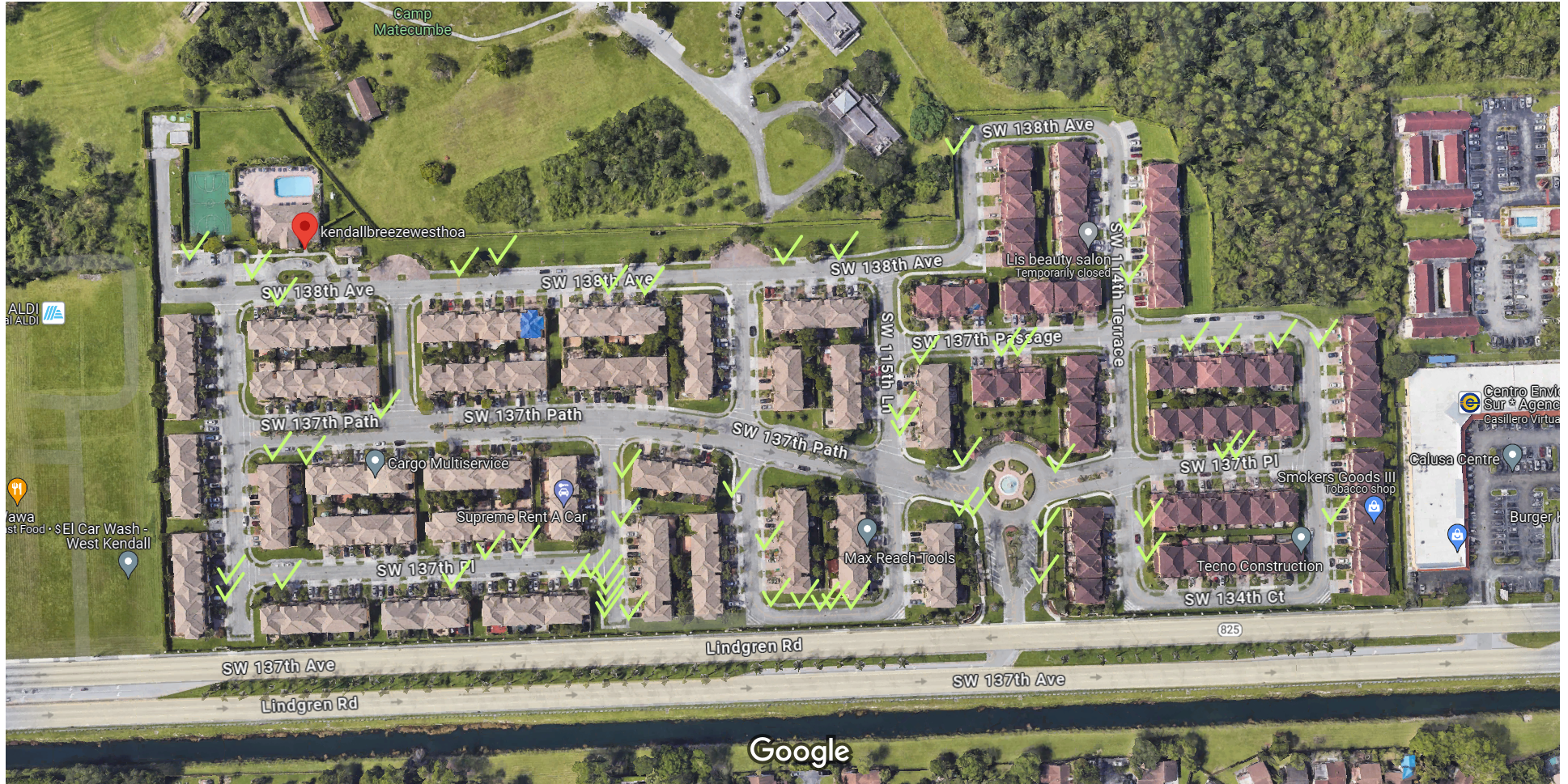
ACCEPTANCE: Client hereby accepts and agrees to the terms, Scope of Work, and all other conditions and specifications hereinabove. Raptor Vac Systems is authorized to perform the work. Payment shall be made in accordance with the provisions contained hereinabove.

Accepted by:

Authorized Representative's Signature

Date of Acceptance

kendallbreezewesthoa



Imagery ©2024 Google, Imagery ©2024 Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2024 100 ft

✓ Approximate Trip Hazard Location



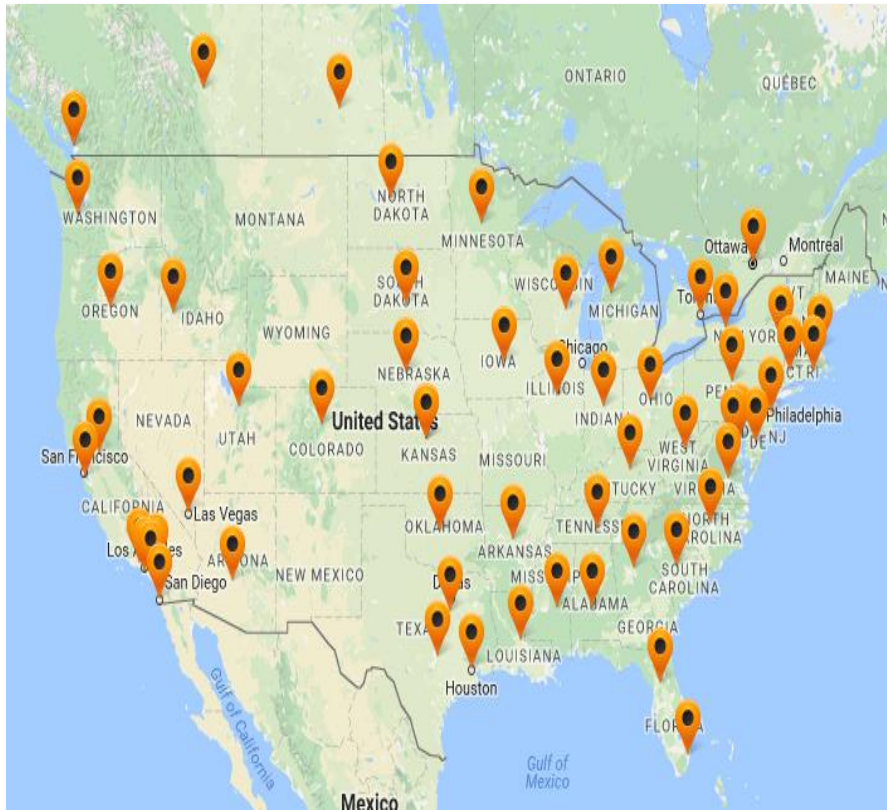
February 06, 2024

Kendall Breeze West CDD
11780 SW 138th Avenue
Miami, FL 33186
C/O Ryan Quiroga

SIDEWALK SAFETY EVALUATION



WHO WE ARE



Florida Sidewalk Solutions (FSS) is an affiliate of Precision Concrete Cutting, the global leader in Sidewalk Asset Management. FSS has been servicing South Florida since 2005, utilizing six U.S. patents awarded for trip hazard removal, equipment and technique.

U.S. Pat. No. 6,827,074
U.S. Pat. No. 7,000,606
U.S. Pat. No. 7,201,644

U.S. Pat. No. 6,896,604
U.S. Pat. No. 7,143,760
U.S. Pat. No. 7,402,095

Florida Sidewalk Solutions assesses thousands of miles of sidewalk infrastructure each year for both cities and communities using our proprietary Geographical Information Systems Surveying Technology. This technology provides the insight and knowledge our clients need to make data driven, well-informed decisions about repairing their uneven sidewalk trip hazards.



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OUR PROMISE TO YOU...

Florida Sidewalk Solutions

Proprietary and
Patented Cutting
Technology to
repair trip hazards.



Our work is guaranteed to offer the following benefits:

- **Cost Savings** - Remove trip hazards at a fraction of the cost of other methods
- **ADA Compliance** - Approved and Compliant with ADA standards
- **Mapping Services** - GPS mapping integrated with Google Earth Map
- **Clean** - No mess left behind = Reduced resident complaints
- **Safety** - Decrease liability on your pedestrian SIDEWALKs by increasing safety
- **Low Impact** - Average removal time is less than 20 minutes per repair
- **Minimum Disruption** - No sidewalk closures or incidental costs
- **Full-Service Contractor** - Sidewalk Maintenance Program and Consultation Services

Before & After – Liability Removed



GRINDING VS. SAW CUT TECHNOLOGY

The biggest contrast between grinding and the Florida Sidewalk Solutions repair method is the quality, aesthetics, and ADA Compliance our patented saw-cutting offers.

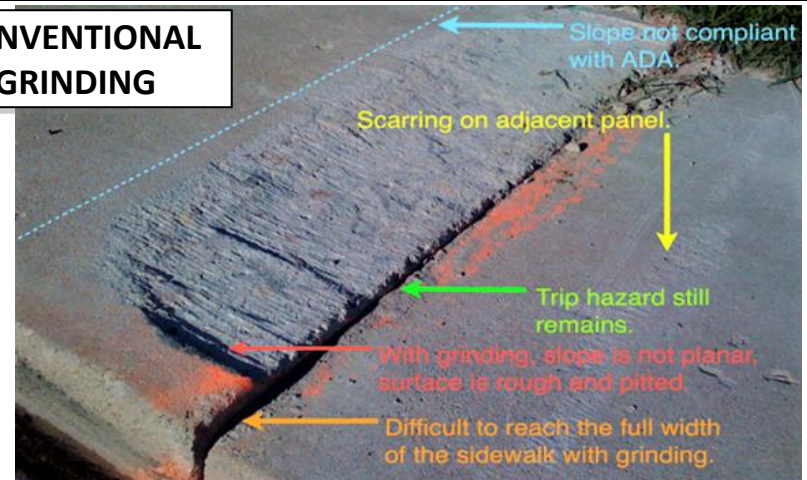
Grinding Limitations:

- Damages the concrete, breaks edges, knocks out aggregate
- Looks rough, unfinished, and highlights the uneven scarring
- Does not meet ADA slope requirements

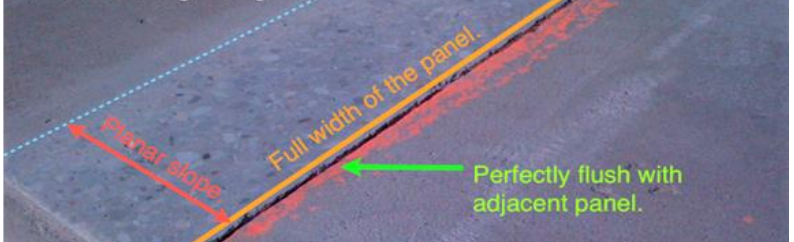
FSS Advantage:

- Our finish is the **finest**
- Our slope meets **ADA specifications**
- Our sidewalks are the **safest**
- Our technique is the **fastest**
- Our service is the **best**

CONVENTIONAL GRINDING

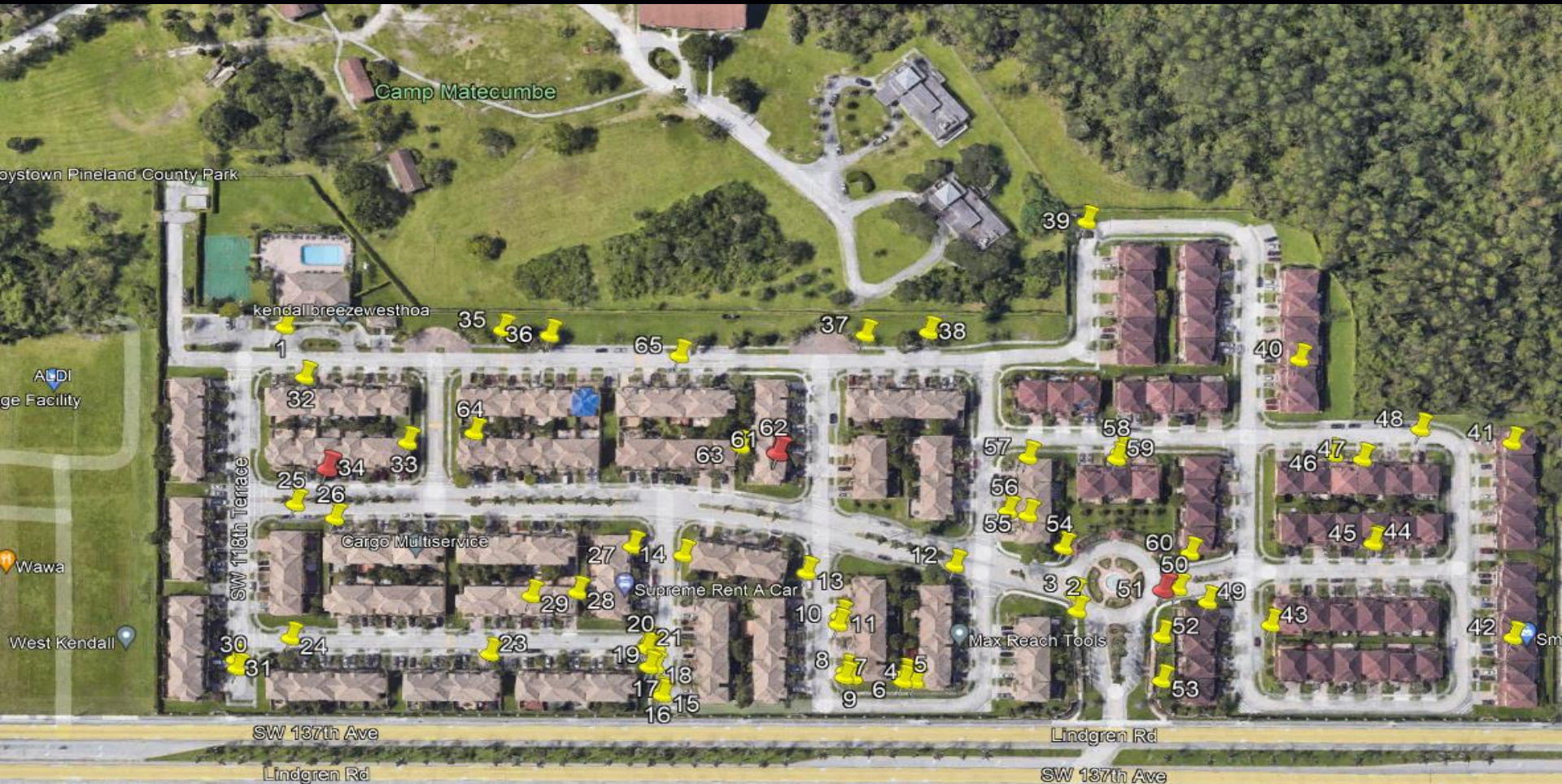


Same trip hazard as the above picture showing the differences to grinding.



FSS SAW CUTTING

TRIP HAZARD REPAIR MAP



SIDEWALK SURVEY RESULTS

Complete Survey Results :

- Trip Hazards Listed: **61**
- Repair Location: **Kendall Breeze West CDD**
- Trip Hazard Repair Quote: **\$ 5,154.19**

The above quote reflects a 10% discount detailed on the following page





February 06, 2024

Kendall Breeze West CDD
11780 SW 138th Avenue
Miami, FL 33186
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DISCOUNT OPTION

Proposed Sidewalk Trip Hazards Corrections - 61

Repair Quote

\$5,726.88

Pricing valid 90-days

***Quick Approval Incentive Offer**

\$5,154.19

10% Discount = \$572.69 Off

To approve by 03/31/2024

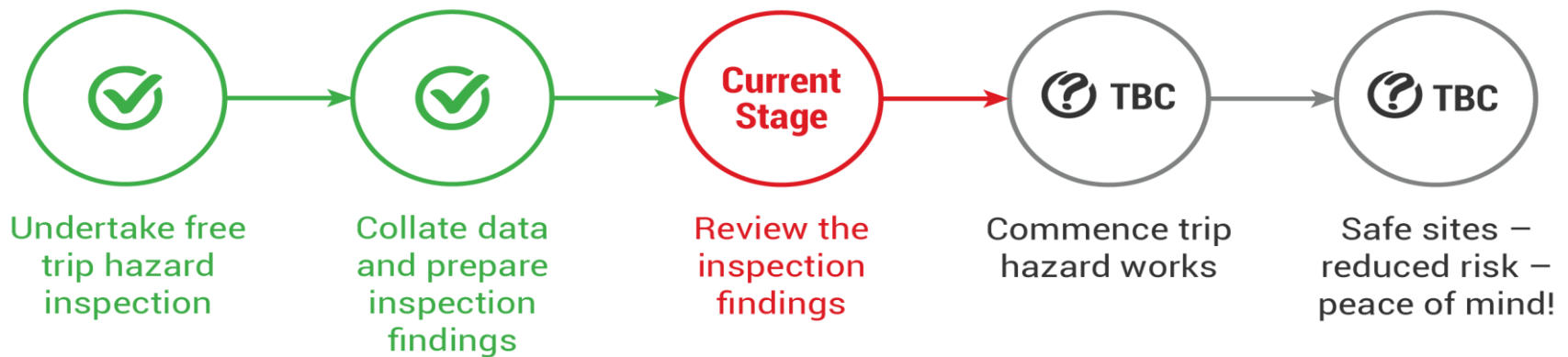
***QUICK APPROVAL DISCOUNT:**

- To take advantage of the **\$572.69 SAVINGS** approval must be received before **March 31, 2024**. This prompt permission to move forward will ensure the numbers on the ground on each trip hazard do not fade away.

WHAT'S NEXT

Where are we at?

Inspection delivered - Recommendations Made – Awaiting Approval





Kendall Breeze West CDD
11780 SW 138th Avenue
Miami, FL 33186
C/O Ryan Quiroga

Florida Sidewalk Solutions

ABOUT OUR WORK:

- Please note this survey in no way constitutes or guarantees the identification of every trip hazard on site. Therefore, the final determination of the work to be performed shall be the sole responsibility of the customer. Florida Sidewalk Solutions (FSS) removes only those trip hazards specifically requested by customers and therefore makes no guarantee or representation that the property is free of trip hazards after the project is completed.
- ALL jobs require a Florida Sidewalk Solutions signed Notice to Proceed / Contract for Patented – Saw Cutting Trip Hazard Removal in order to be scheduled. Any changes or additions are subject to contract document legal fees.
- Our work requires the use of generators; therefore, we cannot work in rainy conditions or with wet concrete.
- Florida Sidewalk Solutions does not remove or replace sidewalks. This property has **four** locations that are beyond our scope of work and in need of replacement – see red pinpoints on map. Areas noted for replacement are recommendations only and are not included in this proposal. A list of replacement addresses / locations will be provided upon project approval. Replacements are the sole responsibility of the customer.
- Town of Davie Occupational license: #41998 /Broward County Occupational license: #329-30464
- Miami-Dade County Occupational license: #607999-0 /Certificate of Competency: E0600786 / Federal Tax ID: #56-2520955
- Certificate of Liability includes: General Liability=\$2,000,000/General Aggregate=\$2,000,000 / Automobile=\$1,000,000/ Worker's Comp=\$1,000,000 / Please let us know in advance if you need to be listed as a *Certificate Holder* on our policy.

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.