

CYPRESS COVE COMMUNITY  
DEVELOPMENT DISTRICT

May 17<sup>th</sup>, 2016

Meeting Package



**Cypress Cove Community Development District  
Board of Directors Meeting Agenda**

May 17, 2016  
6:30PM

Notice is hereby given in accordance with Chapter 190, Florida Statutes that a meeting of the Board of Directors ("Board") will be convened at **Swift Property Management**, located at **1750 University Drive , Suite 205** on **Tuesday, May 17, 2016** at **6:30PM**. The Agenda for Board meeting is set forth below.

- I. Call to order
- II. Roll call
- III. Approval of the Minutes of March 15<sup>th</sup>, 2016
- IV. Opening of Public Hearing
  - a. Resolution 2016-02 Cypress Cove Community Development District Gate Facilities Rule
- V. Public Hearing is Closed
- VI. Staff Reports
  - a. Management Report
- VII. Attorney Report
- VIII. New Business
  - Resolution 2016-03
    - A RESOLUTION OF THE BOARD OF SUPERVISORS OF CYPRESS COVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2016/2017 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**
- IX. Adjournment

**Cypress Cove Community Development District  
Board Minutes of the Meeting for  
Tuesday, March 15, 2016, 6:30 PM  
Swift Management Office,  
1750 University Drive, Suite 205,  
Coral Springs, Florida 33071**

- I. Roll Call 6:52 pm
  - a. Maritza Abstencio, Chair
  - b. Jonathan Kraljic, Assistant Secretary
  - c. Sue Gottesman, Treasurer
  - d. Michael J. Pawelczyk , Board Attorney
  - e. Barbara Alvarez-Sanabria LCAM –Vesta Property Services
  
- II. Motion by Maritza Abstencio to approve the minutes of February 16<sup>th</sup>, 2016, 2<sup>nd</sup> Jonathan Kraljic, All in Favor.
  
- III. Management Report – See attached.
  - ASAP Gates demonstrates the cameras for the board, the proposal is discussed. Motion by Maritza Abstencio to approve the proposal for new cameras at a price of \$7,614.72 2<sup>nd</sup> Jonathan Kraljic, All in Favor.
  
- IV. New Business
  - The board instructed the manager to look into refinance option for the 2006 Bond Series.
  
- V. Open Forum

No further business. Meeting was adjourned at 7:50 pm

**RESOLUTION NO. 2016-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CYPRESS COVE COMMUNITY DEVELOPMENT DISTRICT, ENACTING THE GATE FACILITIES RULE, AUTHORIZING DISTRICT MANAGEMENT TO DEACTIVATE GATE PASSES AND TRANSPONDERS UNTIL SUCH TIME PAST DUE AMOUNTS FOR GATE DAMAGE HAVE BEEN PAID TO THE DISTRICT, AND ESTABLISHING GATE DAMAGE FEES, CHARGES AND COSTS; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Cypress Cove Community Development District (the “District”) was established pursuant to Chapter 190, Florida Statutes, and City of Margate Ordinance No. 90-07; and

**WHEREAS**, the District is the owner of and is responsible for the operation and maintenance of certain public rights-of-way and the soft-gate security facilities within the boundaries of the District (the “Gate Facilities”); and

**WHEREAS**, the Gate Facilities are often damaged by residents, their guests, and visitors to the community, who fail to yield when gates are in the down or closed position, who take action to manually lift or open gates, or whose vehicles strike such facilities; and

**WHEREAS**, the District is responsible for the maintenance of the Gate Facilities; and

**WHEREAS**, when Gate Facilities are damaged and evidence is available connecting a particular vehicle or individual to the damage, the District attempts to be made whole and works towards collecting gate damage fees and costs associated with repairing said damage, as previously approved by the District Board; and

**WHEREAS**, in some circumstances, residents of Cypress Cove have damaged the Gate Facilities and have refused to respond or refused to pay gate damage fees despite clear visual and documentary evidence linking the damage to a vehicle they own or which is registered to their household; and

**WHEREAS**, the District Board of Supervisors desires to protect the integrity, operation and aesthetics of the Gate Facilities of the District, while ensuring that those responsible for damaging the Gate Facilities pay for the repair of such damaged Gate Facilities; and

**WHEREAS**, the District advertised a public hearing for May 17, 2016, in order to hear and receive comments on the proposed District Rule pursuant to the requirements of Chapter 120, Florida Statutes; and

**WHEREAS**, after a duly advertised public hearing, the District Board of Supervisors finds it to be in the best interests of the District, the integrity and maintenance of its Gate Facilities, and the residents and property owners of the District to adopt this Gate Facilities Rule; and

**WHEREAS**, it is further the intent of the District Board that the fees and costs associated with damage to Gate Facilities be established as part of the District Rules.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CYPRESS COVE COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The above recitals are true and correct and are incorporated in and adopted as part of this Resolution.

**Section 2.** The Rule, governing the District Gate Facilities, rates, fees and charges, entitled “Gate Facilities Rule” is hereby enacted as follows:

**CYPRESS COVE COMMUNITY DEVELOPMENT DISTRICT**

**GATE FACILITIES RULE**

- 1.1 The District Manager or his or her designee shall have the authority to deactivate all gate access cards and transponders issued to a particular unit within the District for unpaid gate damage fees, after the following:
  - 1.1.1 The District has video, eyewitness, or documentary evidence that a vehicle registered to the unit within the District or a guest to that unit has caused damage to the Gate Facilities of the District; and
  - 1.1.2 The District has sent a correspondence to said unit, which correspondence shall (1) detail the date and location of the incident, the vehicle(s) involved, and the damage caused to the District Gate Facilities, (2) indicate that such gate damage must be paid to the District within at least thirty (30) days, and (3) indicate that all gate access cards and transponders issued to the unit will be de-activated if payment is not received by the District within said thirty (30) day period.
- 1.2 Prior to the expiration of the thirty (30) day period referenced in section 1.1.2 above, the de-activation and the gate damage fees may be appealed

in writing directly to the District Board of Supervisors, which will hear said appeal at its next regular meeting. During the time of the appeal, cards/transponders will not be de-activated.

1.3 Gate access cards and transponders may be re-activated by the District Manager upon payment of all gate damage fees and costs to the District or when directed by the District Board of Supervisors after an appeal filed and heard pursuant to section 1.2 above.

1.3 Gate Facilities fees and charges shall be as follows:

1.3.1 Removing, pulling, or knocking off gate arm requiring re-attachment (no damage to gate arm or other Gate Facilities).....\$ 150.00;

1.3.2 Removing, striking, pulling, or damaging the swing gate requiring repair or service call (no significant damage to Gate Facilities).....\$ 250.00;

1.3.3 Re-activating a de-activated gate access card, transponder, or reader.....\$30.00 per card/reader or \$50.00 per unit (covers all cards/transponders assigned to unit), whichever is less.

1.3.4 Damage to other Gate Facilities or damage which amounts to more than that which is set forth in Sections 1.3.1 or 1.3.2 above shall be assessed at cost plus ten (10%) for administration.

**Section 3.** The District Manager is hereby directed to distribute this Resolution as required by Chapters 120 and 190, Florida Statutes. The District Manager is further directed to publish the this Gate Facilities Rule on the District’s website, and to generally make copies of such Rule available to inspection or copying by members of the general public pursuant to Florida’s Public Records Law.

**Section 4.** This Resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF MAY, 2016.**

**ATTEST:**

**CYPRESS COVE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**Secretary/Assistant Secretary**

\_\_\_\_\_  
**Chairman/Vice-Chairman**

# Cypress Cove Community Development District Management Report



May 17, 2016

*Prepared by: Barbara Alvarez-Sanabria, District Manager*

Community Name: Cypress Cove CDD

Place: Swift Management Office

Date: May 17, 2016

Next Board Mtg: August 16, 2016

PropertyManager: Barbara Alvarez-Sanabria

Location: 1750 University Drive, 205  
Coral Springs, FL 33071

## MANAGER'S REPORT

**MINUTES FOR: March 16<sup>th</sup>, 2016**

### **Administrative/Management Update:**

- Management coordinated with the attorney for Gate Incident Rule – Resolution 2016-02.
- Management created a gate incident form for future tracking.
- Management prepared the 2016-2017 Fiscal Budgets. (2 options will be presented)
- Management published the public hearing for the Gate Incident Rule in the sun sentinel as directed.
- Management coordinated with ASAP Gates the installation of new cameras at both entrances.
- Management coordinated the following items:
  - Installation of new signage
  - Pressure cleaning of the common area side by the lake
  - Replacement of broken/hazardous sidewalk on Seville Street.
- Management has advised Pomeroy to commence phase 3 of the lighting project.
- Management is working with Grau on the Audit. All documentation has been provided as requested.
- Management was able to communicate with the police department in reference to 1800 Seville Street. This is still a pending case # 16009129
- Management provided a gate incident report for the incident related to 05.01.2016 to Margate Police for recovery, case # 16056091 obtained: 05/11/2016.
- Management is coordinating with PCI to renew the storm water permit, this renews every 5 years.
- Management is coordinating with Florida Department of Revenue to update the tax certificate. This was completed.
- Comcast is schedule for 5/13/16 to install the necessary equipment at the front gate to monitor the cameras.



Bids:

Vendor	Scope of Work	Cost
ASAP Gates	Install 2 gate arms at front entrance	\$8,412.20
Ortiz Construction	Repair Columns/ Monuments/ Fence	\$3,587.00

**Recommendations:**

- Repair the columns around the property from further damage.
- Pressure Clean Sidewalks

**Maintenance Projects in progress/completed/recommended:**

- *In Progress:*
  - ❖ Lighting Pole Project (Phase 3 to commence End of Month)
  - ❖ Annual Audit
- Completed
  - ❖ Removal of the Oak tree on Rock Island
  - ❖ Removal of the Black Olive Tree at rear of property
  - ❖ Mulch Refresher
  - ❖ Phase 1 & 2 Completed of Lighting Project
  - ❖ Camera Installation



# CYPRESS COVE COMMUNITY DEVELOPMENT DISTRICT

*April 30<sup>th</sup>, 2016*

Management Use Only – Unaudited Financial

May 2, 2016

*there for you*

13055 SW 42<sup>nd</sup> Street  
Suite # 203  
Miami, Florida 33175  
305-552-7855  
[VestaForYou.com](http://VestaForYou.com)

Fellow Board,

After reviewing the April 2016 Financials and given our future expenses, here is a projected cash flow for the remainder of the fiscal year:

<b>Balance as of 5/2/16</b>	<b>\$ 157,511.51</b>
<b>Loan Payable (7/1/16)</b>	<b>\$ (72,490.00)</b>
<b>Electrical Repairs</b>	<b>\$ (27,975.00)</b>
<b>Management Fees</b>	<b>\$ (4,500.00)</b>
<b>Publications</b>	<b>\$ (2,500.00)</b>
<b>Audit Fee</b>	<b>\$ (4,200.00)</b>
<b>Internet</b>	<b>\$ (1,390.00)</b>
<b>Telephone</b>	<b>\$ (705.00)</b>
<b>Column Repairs</b>	<b>\$ (7,500.00)</b>
<b>Attorneys Fee</b>	<b>\$ (4,800.00)</b>
<b>Insurance Payable</b>	<b>\$ (5,500.00)</b>
<b>Electrical Utility</b>	<b>\$ (2,000.00)</b>
<b>Poles front gate</b>	<b>\$ (4,900.00)</b>
<b>Repairs</b>	<b>\$ (5,000.00)</b>
<b>Projected Cash 09/30/16</b>	<b>\$ 14,051.51</b>

Should you have any questions or concerns, please let me know.

Thank you,

*Barbara Alvarez-Sanabria*

Barbara Alvarez - Sanabria, LCAM  
District Manager

05/02/16

Cypress Cove CDD General Fund  
**Balance Sheet**  
As of April 30, 2016

	<u>Apr 30, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101.100 · Cypress Cove CDD - Wells Fargo	169,883.56
151.200 · Restricted Cash - Debt Service	1.53
151.300 · Restricted Cash - Cap Projects	<u>19,922.16</u>
Total Checking/Savings	189,807.25
Other Current Assets	
155.100 · Prepaid Expenses	<u>5,998.47</u>
Total Other Current Assets	<u>5,998.47</u>
Total Current Assets	<u>195,805.72</u>
<b>TOTAL ASSETS</b>	<u><u>195,805.72</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
202.100 · Accounts Payable	<u>8,221.34</u>
Total Accounts Payable	<u>8,221.34</u>
Total Current Liabilities	<u>8,221.34</u>
Total Liabilities	8,221.34
Equity	
271.000 · Fund Balance	97,255.87
271.001 · Funny Balance	-60,760.66
3000 · Opening Bal Equity	1,102.80
Net Income	<u>149,986.37</u>
Total Equity	<u>187,584.38</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>195,805.72</u></u>

Cypress Cove CDD General Fund

Profit & Loss

October 2015 through April 2016

05/02/16

	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>Jan 16</u>	<u>Feb 16</u>
<b>Income</b>					
361.100 · Interest Income	1.10	0.00	0.00	18.23	0.00
363.100 · Maintenance Assessments	0.00	8,482.28	224,834.62	0.00	-67,131.37
363.101 · Debt Service Assessments	0.00	0.00	0.00	0.00	72,490.84
<b>Total Income</b>	<b>1.10</b>	<b>8,482.28</b>	<b>224,834.62</b>	<b>18.23</b>	<b>5,359.47</b>
<b>Expense</b>					
513.315 · Attorneys Fees	315.00	1,122.50	577.50	997.50	1,347.50
513.317 · Property Appraiser	0.00	400.00	0.00	0.00	0.00
513.340 · Management Fees	1,125.00	1,125.00	1,125.00	1,125.00	1,125.00
513.410 · Telephone	124.90	125.63	125.66	136.07	160.71
513.420 · Postage	0.00	20.10	0.00	0.00	0.00
513.425 · Printing & Binding	0.00	96.30	51.13	0.00	100.58
513.450 · Insurance	472.09	472.09	472.09	472.09	472.09
513.480 · Legal Advertising	2,410.40	0.00	0.00	0.00	0.00
513.490 · Other Current Charges	242.20	245.86	246.08	250.94	271.02
513.640 · Capital Outlay	0.00	0.00	0.00	0.00	12,725.00
541.345 · Security	318.00	149.20	670.00	1,252.39	1,279.40
541.430 · Electric	388.18	609.90	838.89	0.00	403.10
541.460 · Repairs & Maintenance	1,076.60	1,037.06	396.76	396.76	396.76
541.462 · Landscape Maintenance	1,844.00	3,166.25	2,916.25	2,991.25	2,916.25
541.468 · Lake Maintenance	365.00	365.00	365.00	365.00	365.00
541.650 · Electrical Repairs	0.00	0.00	21,945.00	0.00	0.00
<b>Total Expense</b>	<b>8,681.37</b>	<b>8,934.89</b>	<b>29,729.36</b>	<b>7,987.00</b>	<b>21,562.41</b>
<b>Net Income</b>	<b>-8,680.27</b>	<b>-452.61</b>	<b>195,105.26</b>	<b>-7,968.77</b>	<b>-16,202.94</b>

05/02/16

Cypress Cove CDD General Fund  
**Profit & Loss**  
 October 2015 through April 2016

	<u>Mar 16</u>	<u>Apr 16</u>	<u>TOTAL</u>
<b>Income</b>			
361.100 · Interest Income	0.00	5.53	24.86
363.100 · Maintenance Assessments	6,337.98	8,566.47	181,089.98
363.101 · Debt Service Assessments	0.00	0.00	72,490.84
<b>Total Income</b>	<u>6,337.98</u>	<u>8,572.00</u>	<u>253,605.68</u>
<b>Expense</b>			
513.315 · Attorneys Fees	2,117.50	0.00	6,477.50
513.317 · Property Appraiser	0.00	0.00	400.00
513.340 · Management Fees	1,125.00	1,125.00	7,875.00
513.410 · Telephone	150.13	143.19	966.29
513.420 · Postage	0.00	0.00	20.10
513.425 · Printing & Binding	0.00	29.57	277.58
513.450 · Insurance	0.00	0.00	2,360.45
513.480 · Legal Advertising	0.00	1,113.20	3,523.60
513.490 · Other Current Charges	267.91	265.70	1,789.71
513.640 · Capital Outlay	3,557.36	3,654.64	19,937.00
541.345 · Security	1,307.20	371.00	5,347.19
541.430 · Electric	832.91	0.00	3,072.98
541.460 · Repairs & Maintenance	1,840.96	396.76	5,541.66
541.462 · Landscape Maintenance	2,916.25	0.00	16,750.25
541.468 · Lake Maintenance	365.00	965.00	3,155.00
541.650 · Electrical Repairs	4,180.00	0.00	26,125.00
<b>Total Expense</b>	<u>18,660.22</u>	<u>8,064.06</u>	<u>103,619.31</u>
<b>Net Income</b>	<u><u>-12,322.24</u></u>	<u><u>507.94</u></u>	<u><u>149,986.37</u></u>

05/02/16

Cypress Cove CDD General Fund  
**Profit & Loss Budget vs. Actual**  
 October 2015 through April 2016

	Oct '15 - Apr 16	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
363.831 · Collections Fees/Discounts	0.00	-6,023.46	6,023.46	0.0%
361.100 · Interest Income	24.86	87.50	-62.64	28.4%
363.100 · Maintenance Assessments	181,089.98	114,717.26	66,372.72	157.9%
363.101 · Debt Service Assessments	72,490.84	42,286.14	30,204.70	171.4%
<b>Total Income</b>	<b>253,605.68</b>	<b>151,067.44</b>	<b>102,538.24</b>	<b>167.9%</b>
<b>Expense</b>				
513.315 · Attorneys Fees	6,477.50	3,500.00	2,977.50	185.1%
513.316 · Assessment Roll	0.00	0.00	0.00	0.0%
513.317 · Property Appraiser	400.00	1,750.00	-1,350.00	22.9%
513.322 · Audit Fees	0.00	2,625.00	-2,625.00	0.0%
513.323 · Trustee Fees	0.00	1,575.00	-1,575.00	0.0%
513.340 · Management Fees	7,875.00	7,875.00	0.00	100.0%
513.410 · Telephone	966.29	1,050.00	-83.71	92.0%
513.420 · Postage	20.10	29.20	-9.10	68.8%
513.425 · Printing & Binding	277.58	0.00	277.58	100.0%
513.440 · Rentals & Leases	0.00	0.00	0.00	0.0%
513.450 · Insurance	2,360.45	3,500.00	-1,139.55	67.4%
513.480 · Legal Advertising	3,523.60	875.00	2,648.60	402.7%
513.490 · Other Current Charges	1,789.71	583.35	1,206.36	306.8%
513.510 · Office Supplies	0.00	0.00	0.00	0.0%
513.540 · Dues Licenses & Subscriptions	0.00	160.40	-160.40	0.0%
513.640 · Capital Outlay	19,937.00	14,583.15	5,353.85	136.7%
513.710 · Principal Note	0.00	0.00	0.00	0.0%
513.720 · Interest - Note	0.00	0.00	0.00	0.0%
541.345 · Security	5,347.19	3,850.00	1,497.19	138.9%
541.360 · Miscellaneous	0.00	0.00	0.00	0.0%
541.430 · Electric	3,072.98	3,791.62	-718.64	81.0%
541.460 · Repairs & Maintenance	5,541.66	2,858.35	2,683.31	193.9%
541.461 · Repairs & Maint. (Pavement)	0.00	0.00	0.00	0.0%
541.462 · Landscape Maintenance	16,750.25	21,116.65	-4,366.40	79.3%
541.468 · Lake Maintenance	3,155.00	2,508.35	646.65	125.8%
541.630 · Emergency Reserves	0.00	2,502.50	-2,502.50	0.0%
541.640 · Capital Reserves	0.00	2,008.51	-2,008.51	0.0%
541.650 · Electrical Repairs	26,125.00	31,558.30	-5,433.30	82.8%
<b>Total Expense</b>	<b>103,619.31</b>	<b>108,300.38</b>	<b>-4,681.07</b>	<b>95.7%</b>
<b>Net Income</b>	<b>149,986.37</b>	<b>42,767.06</b>	<b>107,219.31</b>	<b>350.7%</b>

Cypress Cove CDD General Fund

Check Detail

April 2016

05/02/16

Type	Num	Date	Name	Item	Account	Paid Amount
Check	ACH	04/01/16	Tyco		101.100 · Cypress...	
					541.460 · Repairs...	-396.76
TOTAL						-396.76
Bill Pmt -Check	ACH	04/05/16	FPL		101.100 · Cypress...	
Bill	8337...	03/23/16			541.430 · Electric	-104.35
TOTAL						-104.35
Check	ACH	04/11/16	Wells Fargo		101.100 · Cypress...	
					513.490 · Other C...	-134.90
TOTAL						-134.90
Bill Pmt -Check	ACH	04/12/16	FPL		101.100 · Cypress...	
Bill	7501...	03/30/16			541.430 · Electric	-332.28
TOTAL						-332.28
Check	ACH	04/20/16	ATT		101.100 · Cypress...	
					513.410 · Telepho...	-143.19
TOTAL						-143.19
Check	ACH	04/20/16	Comcast		101.100 · Cypress...	
					513.490 · Other C...	-130.80
TOTAL						-130.80
Bill Pmt -Check	2696	04/04/16	ASAP Gates Plus ...		101.100 · Cypress...	
Bill	2010...	03/21/16			541.345 · Security	-148.40
Bill	2010...	03/22/16			513.640 · Capital ...	-3,557.36
TOTAL						-3,705.76
Bill Pmt -Check	2697	04/04/16	Billing, Cochran, L...		101.100 · Cypress...	
Bill	1322...	02/29/16			513.315 · Attorne...	-1,347.50
TOTAL						-1,347.50
Bill Pmt -Check	2698	04/04/16	Pomeroy Electric		101.100 · Cypress...	
Bill	2015...	03/21/16			541.650 · Electric...	-4,180.00
TOTAL						-4,180.00



Cypress Cove CDD General Fund

Check Detail

April 2016

05/02/16

Type	Num	Date	Name	Item	Account	Paid Amount
Bill Pmt -Check	2699	04/04/16	Southern Weed C...		101.100 · Cypress...	
Bill	0117...	01/17/16			541.468 · Lake M...	-365.00
Bill	0324...	03/24/16			541.468 · Lake M...	-365.00
TOTAL						-730.00
Bill Pmt -Check	2700	04/04/16	Vesta Property Se...		101.100 · Cypress...	
Bill	1126...	04/01/16			513.340 · Manage...	-1,125.00
TOTAL						-1,125.00
Bill Pmt -Check	2713	04/06/16	ASAP Gates Plus ...		101.100 · Cypress...	
Bill	2010...	03/02/16			541.345 · Security	-30.00
TOTAL						-30.00
Bill Pmt -Check	2714	04/06/16	Pomeroy Electric		101.100 · Cypress...	
Bill	0302...	10/30/15			541.460 · Repairs...	-225.39
Bill	0310...	03/22/16			541.460 · Repairs...	-964.45
TOTAL						-1,189.84
Bill Pmt -Check	2715	04/08/16	Mainguy Landscap...		101.100 · Cypress...	
Bill	19534	03/31/16			541.460 · Repairs...	-479.75
TOTAL						-479.75
Bill Pmt -Check	2716	04/08/16	Vesta Property Se...		101.100 · Cypress...	
Bill	1126...	04/07/16			513.425 · Printing ...	-29.57
TOTAL						-29.57

05/02/16

# Cypress Cove CDD General Fund Reconciliation Summary

101.100 · Cypress Cove CDD - Wells Fargo, Period Ending 04/30/16

	<u>Apr 30, 16</u>
Beginning Balance	175,676.26
Cleared Transactions	
Checks and Payments - 15 items	-14,059.70
Deposits and Credits - 2 items	8,572.00
Total Cleared Transactions	<u>-5,487.70</u>
Cleared Balance	<u>170,188.56</u>
Uncleared Transactions	
Checks and Payments - 2 items	-305.00
Total Uncleared Transactions	<u>-305.00</u>
Register Balance as of 04/30/16	<u>169,883.56</u>
New Transactions	
Checks and Payments - 6 items	-11,772.05
Total New Transactions	<u>-11,772.05</u>
Ending Balance	<u>158,111.51</u>

Cypress Cove CDD General Fund

Reconciliation Detail

05/02/16

101.100 · Cypress Cove CDD - Wells Fargo, Period Ending 04/30/16

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						175,676.26
Cleared Transactions						
Checks and Payments - 15 items						
Check	04/01/16	ACH	Tyco	X	-396.76	-396.76
Bill Pmt -Check	04/04/16	2698	Pomeroy Electric	X	-4,180.00	-4,576.76
Bill Pmt -Check	04/04/16	2696	ASAP Gates Plus ...	X	-3,705.76	-8,282.52
Bill Pmt -Check	04/04/16	2697	Billing, Cochran, L...	X	-1,347.50	-9,630.02
Bill Pmt -Check	04/04/16	2700	Vesta Property Se...	X	-1,125.00	-10,755.02
Bill Pmt -Check	04/04/16	2699	Southern Weed C...	X	-730.00	-11,485.02
Bill Pmt -Check	04/05/16	ACH	FPL	X	-104.35	-11,589.37
Bill Pmt -Check	04/06/16	2714	Pomeroy Electric	X	-1,189.84	-12,779.21
Bill Pmt -Check	04/06/16	2713	ASAP Gates Plus ...	X	-30.00	-12,809.21
Bill Pmt -Check	04/08/16	2715	Mainguy Landsca...	X	-479.75	-13,288.96
Bill Pmt -Check	04/08/16	2716	Vesta Property Se...	X	-29.57	-13,318.53
Check	04/11/16	ACH	Wells Fargo	X	-134.90	-13,453.43
Bill Pmt -Check	04/12/16	ACH	FPL	X	-332.28	-13,785.71
Check	04/20/16	ACH	ATT	X	-143.19	-13,928.90
Check	04/20/16	ACH	Comcast	X	-130.80	-14,059.70
Total Checks and Payments					-14,059.70	-14,059.70
Deposits and Credits - 2 items						
Deposit	04/15/16			X	8,566.47	8,566.47
Deposit	04/25/16			X	5.53	8,572.00
Total Deposits and Credits					8,572.00	8,572.00
Total Cleared Transactions					-5,487.70	-5,487.70
Cleared Balance					-5,487.70	170,188.56
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	04/02/14	2527	Department of Ec...		-225.00	-225.00
Bill Pmt -Check	09/01/14	2567	ASAP Gates Plus ...		-80.00	-305.00
Total Checks and Payments					-305.00	-305.00
Total Uncleared Transactions					-305.00	-305.00
Register Balance as of 04/30/16					-5,792.70	169,883.56
New Transactions						
Checks and Payments - 6 items						
Bill Pmt -Check	05/02/16	2720	ASAP Gates Plus ...		-4,025.64	-4,025.64
Bill Pmt -Check	05/02/16	2717	Mainguy Landsca...		-2,916.25	-6,941.89
Bill Pmt -Check	05/02/16	2719	Vesta Property Se...		-2,238.20	-9,180.09
Bill Pmt -Check	05/02/16	2721	Billing, Cochran, L...		-2,117.50	-11,297.59
Bill Pmt -Check	05/02/16	2718	Southern Weed C...		-365.00	-11,662.59
Bill Pmt -Check	05/13/16	ACH	FPL		-109.46	-11,772.05
Total Checks and Payments					-11,772.05	-11,772.05
Total New Transactions					-11,772.05	-11,772.05
Ending Balance					-17,564.75	158,111.51

**RESOLUTION 2016-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF CYPRESS COVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2016/2017 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (“Board”) of the Cypress Cove Community Development District (“District”) is required by Section 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of a Proposed Budget for Fiscal Year 2016/2017; and

**WHEREAS**, the Proposed Budget, including the proposed non-ad valorem special assessments to be levied for Fiscal Year 2016/2017 (October 1, 2016 through September 30, 2017) has been prepared by the District Manager and presented to and considered by the Board, said Proposed Budget being attached hereto and made a part hereof as **Exhibit A** (herein the “Proposed Budget”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CYPRESS COVE COMMUNITY DEVELOPMENT DISTRICT:**

1. The Proposed Budget for Fiscal Year 2016/2017 is hereby approved as the basis for conducting a public hearing to adopt said budget, said Proposed Budget being attached hereto as **Exhibit A**.

2. A public hearing on said budget is hereby declared and set for the following date, hour and location:

DATE: **August 16, 2016**

HOUR: **6:30 PM**

LOCATION: **Swift Management Solutions, Inc.  
1750 University Drive, Suite 205  
Coral Springs, Florida 33071**

3. At least sixty (60) days prior to the scheduled public hearing, the District Manager is hereby directed to submit a copy of the proposed budget to Broward County and the City of Margate.

4. Notice of the Public Hearing shall be published and provided in the manner prescribed by Section 190.008(2)(a), *Florida Statutes*, and in accordance with any other applicable Florida law.

5. The District Manager is hereby directed pursuant to Section 189.418(4), *Florida Statutes*, to post the Proposed Budget on the District’s official website at least two (2) days prior to the Public Hearing. If the District does not operate an official website, the District Manager must timely transmit the Proposed Budget to the manager or administrator of the local general-purpose government or local governing authority where the District is located, and the manager or administrator of that local general-purpose government or local governing authority shall post the Proposed Budget on the website of the local general-purpose government or local governing authority in accordance with Section 189.418(4), *Florida Statutes*.

6. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 17<sup>th</sup> DAY OF MAY, 2016**

**ATTEST:**

**CYPRESS COVE  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**Secretary/Assistant Secretary**

\_\_\_\_\_  
**Chairman**

Exhibit A

**PROPOSED BUDGET FY 2016/17**

<b>Cypress Cove Community Development District</b>			
<b>General Fund Budget for FY 2016-2017</b>			
<b>Income</b>			
<b>Account #</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
361.10	Interest Income	\$ 12.50	\$ 150.00
313.10	Maintenance Assessments	\$ 13,774.70	165,296.43
363.10	Debt Service Assessments	\$ 6,040.90	72,490.84
363.83	Collection Fees/Discounts	(827.20)	(9,926.43)
<b>Total Income</b>		<b>\$ 19,000.90</b>	<b>\$ 228,010.84</b>
<b>Expenses</b>			
<b>Account #</b>	<b>Description</b>	<b>Amount</b>	<b>Amount</b>
513.315	Attorney Fees	\$ 625.00	\$ 7,500.00
513.317	Property Appraiser	\$ 250.00	3,000.00
513.322	Audit Fees	\$ 350.00	4,200.00
513.323	Trustee Fees	\$ 225.00	2,700.00
513.340	Management Fees	\$ 1,250.00	15,000.00
513.410	Telephone	\$ 150.00	1,800.00
513.420	Postage	\$ 8.33	100.00
513.450	Insurance	\$ 458.33	5,500.00
513.480	Legal Advertising	\$ 250.00	3,000.00
513.490	Other Current Charges	\$ 570.00	6,840.00
513.540	Dues Licenses & Subscriptions	\$ 83.33	1,000.00
513.640	Capital Outlay	\$ 2,083.33	25,000.00
517.710	Debt Service Payment - Principal	\$ 2,769.02	33,228.28
517.720	Debt Service Payment - Interest	\$ 3,271.88	39,262.56
541.345	Security	\$ 416.67	5,000.00
541.430	Electric	\$ 541.67	6,500.00
541.460	Repairs & Maintenance	\$ 416.67	5,000.00
541.462	Landscape Maintenance	\$ 2,916.67	35,000.00
541.468	Lake Maintenance	\$ 365.00	4,380.00
541.630	Emergency Reserves	\$ 333.33	4,000.00
541.640	Capital Reserves	\$ 1,666.67	20,000.00
<b>Total Expenses</b>		<b>\$ 19,000.90</b>	<b>\$ 228,010.84</b>
<b>Net Income / Loss</b>		<b>-</b>	<b>-</b>
<b>Cost Per Parcel - 195 Units</b>			<b>\$ 1,220.19</b>

<b>Exhibit A</b>			
<b>Cypress Cove Community Development District</b>			
<b>General Fund Budget for FY 2016-2017</b>			
<b>Income</b>			
<b>Account #</b>	<b>Description</b>	<b>Monthly</b>	<b>Annual</b>
361.10	Interest Income	\$ 12.50	\$ 150.00
313.10	Maintenance Assessments	\$ 12,358.04	148,296.43
363.10	Debt Service Assessments	\$ 6,040.90	72,490.84
363.83	Collection Fees/Discounts	(736.46)	(8,837.49)
<b>Total Income</b>		<b>\$ 17,674.98</b>	<b>\$ 212,099.78</b>
<b>Expenses</b>			
<b>Account #</b>	<b>Description</b>	<b>Amount</b>	<b>Amount</b>
513.315	Attorney Fees	\$ 587.50	\$ 7,050.00
513.317	Propert Appraiser	\$ 250.00	3,000.00
513.322	Audit Fees	\$ 350.00	4,200.00
513.323	Trustee Fees	\$ 225.00	2,700.00
513.340	Management Fees	\$ 1,250.00	15,000.00
513.410	Telephone	\$ 150.00	1,800.00
513.420	Postage	\$ 8.33	100.00
513.450	Insurance	\$ 458.33	5,500.00
513.480	Legal Advertising	\$ 250.00	3,000.00
513.490	Other Current Charges	\$ 573.25	6,878.94
513.540	Dues Liscenses & Subcriptions	\$ 83.33	1,000.00
513.640	Capital Outlay	\$ 1,250.00	15,000.00
517.710	Debt Service Payment - Principal	\$ 2,769.02	33,228.28
517.720	Debt Service Payment - Interest	\$ 3,271.88	39,262.56
541.345	Security	\$ 416.67	5,000.00
541.430	Electric	\$ 541.67	6,500.00
541.460	Repairs & Maintenance	\$ 416.67	5,000.00
541.462	Landscape Maintenance	\$ 2,916.67	35,000.00
541.468	Lake Maintenance	\$ 365.00	4,380.00
541.630	Emergency Reserves	\$ 291.67	3,500.00
541.640	Capital Reserves	\$ 1,250.00	15,000.00
<b>Total Expenses</b>		<b>\$ 17,674.98</b>	<b>\$ 212,099.78</b>
<b>Net Income / Loss</b>		<b>-</b>	<b>-</b>
<b>Cost Per Parcel - 195 Units</b>			<b>\$ 1,133.01</b>

CYPRESS COVE  
COMMUNITY DEVELOPMENT DISTRICT  
MARGATE, FL  
GATE DAMAGE REPORT

IMAGE CAPTURED YES DATE 05/01/2016

TIME STAMP 11:43 PM

POLICE REPORT FILED YES IN PERSON OR

VIA EMAIL [ajames@margatefl.com](mailto:ajames@margatefl.com) [@MARGATEPD.GOV](mailto:@MARGATEPD.GOV)

BACK GATE YES - POLE LIFTED

FRONT GATE \_\_\_\_\_

REPAIR ORDER CONFIRMED **YES** OR NO VENDOR ASAP GATES

DAMAGE AMOUNT \$ \_\_\_\_\_

POLICE REPORT # \_\_\_\_\_

FOLLOW UP CALL \_\_\_\_\_

BILLED TO \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ TAG Y10BN

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_



05-01-2016 11:43:40PM



CAM 2

05-01-2016 11:43:43PM



CAM 2

05-01-2016 11:44:00PM



CAM 2

05-01-2016 11:43:51PM

YIOBN

CAM 4

CYPRESS COVE  
COMMUNITY DEVELOPMENT DISTRICT  
MARGATE, FL  
GATE DAMAGE REPORT

IMAGE CAPTURED \_\_\_\_\_ DATE \_\_\_\_\_

TIME STAMP \_\_\_\_\_

POLICE REPORT FILED \_\_\_\_\_ IN PERSON OR

VIA EMAIL \_\_\_\_\_@MARGATEFL.COM

BACK GATE \_\_\_\_\_

FRONT GATE \_\_\_\_\_

REPAIR ORDER CONFIRMED YES OR NO VENDOR \_\_\_\_\_

DAMAGE AMOUNT \$ \_\_\_\_\_

POLICE REPORT # \_\_\_\_\_

FOLLOW UP CALL \_\_\_\_\_

BILLED TO \_\_\_\_\_

VEHICLE MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ TAG \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_