

**Pembroke Harbor Community Development District
Regular Meeting
June 24, 2021**

6:30pm

Pool Area of Pembroke Cay, 807 SW 143rd Terrace, Pembroke Pines, Florida

Minutes

1. **Call To Order.** The meeting was called to order at 6:40pm.
2. **Roll Call.** In attendance were Chair Karena Bland, Vice-Chair Helen Porche, and Supervisor Julio Rodriguez. Former Supervisor Rafaela Espinosa had notified the District of her resignation. Also in attendance were District Manager Christopher Wallace and District Attorneys Michael Pawelczyk and Gregory George.
3. **Resolution 2021-1. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT DETERMINING THE NUMBER OF QUALIFIED ELECTORS IN THE DISTRICT AS OF APRIL 15, 2020.** Mr. Wallace discussed the fact that the District now had more than 250 electors and would need to transition from a landowners' board to one that elected voters from the District. Mr. Pawelczyk discussed how this would occur and the effect on elections.
4. **Resolution 2021-2. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2020-2021 AND SETTING A DATE, PLACE, AND TIME FOR A PUBLIC HEARING ON THE PROPOSED BUDGET.** Mr. Wallace noted that the budget was the same as it was for the current fiscal year and that they were not proposing any changes. Supervisor Rodriguez moved to adopt the resolution with the hearing date and time of August 26, 2021, at 6:30 p.m. at the pool area of Pembroke Cay. Chair Bland seconded the motion. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted, 3-0).**
5. **Resolution 2021-3. A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, PLACE, AND TIME FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNERS' ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.** Mr. Pawelczyk noted that Board would need to hold its last Landowners' meeting in

November. Chair Bland moved to hold the meeting on November 4, 2021, at 6:30p.m. at the pool area of Pembroke Cay. Supervisor Rodriguez seconded the motion and in a voice vote, the Resolution was unanimously adopted. **(Resolution adopted, 3-0).**

6. Staff Reports

a. Manager's Report.

- i. Reminder To File Form 1 Statement of Financial Interest By July 1st.** Mr. Wallace reminded the Board that deadline for filing their 2020 reports was the end of the month with a grace period extending to August 31st. He agreed to send the forms to each board member and noted they could submit their signed forms by email to the Broward County Supervisor of Elections.

7. Audience Comments. There were no audience comments.

8. Supervisor's Comments. There were no Supervisor comments.

9. Other Business. There was no other business.

10. Adjournment. Chair Bland moved to adjourn the meeting, which was seconded by Supervisor Rodriguez. In a voice vote, the Board unanimously agreed to end the meeting at 6:50 p.m. **(Meeting Adjourned at 6:50 p.m.)**

RESOLUTION 2021-1

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
PEMBROKE HARBOR COMMUNITY DEVELOPMENT
DISTRICT DETERMINING THE NUMBER OF QUALIFIED
ELECTORS IN THE DISTRICT AS OF APRIL 15, 2021**

WHEREAS, Chapter 190.006 of the Florida Statutes requires that the Board of Supervisors determine the number of qualified electors in the District as of April 15th of each year; and

WHEREAS, Florida law further requires the District to use and rely upon the official records maintained by the Supervisor of Elections in making this determination; and

WHEREAS, the office of the Supervisor of Elections has provided the information required to determine the number of qualified electors in the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT:

1. The total number of qualified electors in Pembroke Harbor Community Development District as of April 15, 2021, is hereby determined to be 265, as determined by the Broward County Supervisor of Elections.
2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 24th DAY OF JUNE 2021.

Attest:

Karena Bland, Chair

Christopher Wallace, Secretary

Resolution 2021-2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2021-2022 AND SETTING A DATE, PLACE, AND TIME FOR A PUBLIC HEARING ON THE PROPOSED BUDGET

WHEREAS, Pembroke Harbour Community Development District must tentatively adopt a proposed budget; and

WHEREAS, the District Manager has presented a proposed FY2022 operating budget to the Board of Supervisor to be considered; and

WHEREAS, the Board of Supervisors has considered the proposed FY2022 operating budget; and

WHEREAS, the Board of Supervisors also wishes to set the Place, Date, and Time for a public hearing to consider the proposed budget and to hear input from the public on the budget and the annual assessments; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The proposed FY2021-2022 tentative budget (Exhibit "A") is hereby approved.

Section 2. The Board of Supervisors hereby sets the public hearing date on the proposed budget and assessment for August 26, 2021, at 6:30 p.m., at the pool area of Pembroke Cay, 807 SW 143rd Terrace, Pembroke Pines, Florida.

Section 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 24th DAY OF JUNE 2021.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

	FY2021 Adopted	FY2022 Manager Proposed
Revenues:		
Assessments	231,589	231,589
Discounts Allowed	(9,264)	(9,264)
Total Revenues	222,325	222,325
Expenditures:		
Administrative		
Supervisor's Fees	6,000	6,000
Property Appraiser and Tax Collector Fees	6,600	6,600
Engineering	1,000	1,000
Legal	7,200	7,200
Audit	4,500	4,500
Trustee and Paying Agent Fees	4,000	4,000
Management Fees	20,000	20,000
Assessment Administration	-	-
Postage and Freight	100	100
Insurance	4,100	4,100
Printing and Binding	150	150
Advertising	600	600
Other Current Charges	500	500
Office Supplies	200	200
Dues, Licenses, and Subscriptions	175	175
Miscellaneous Expenses	500	500
Total Administrative	55,625	55,625
Debt Service		
Principal	35,000	45,000
Interest	111,650	100,800
One-time Loan Repayment/Contingency	20,050	20,900
Total Debt Service	166,700	166,700
Total Expenditures	222,325	222,325
Revenues Less Expenditures	0	0
Gross Assessments, 208 Units	1,113.41	1,113.41
Net Assessments, 208 Units	1,068.87	1,068.87

Resolution 2021-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, PLACE, AND TIME FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNERS' ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Pembroke Harbor Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within City of Pembroke Pines and Broward County, Florida; and

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to Chapter 190, *Florida Statutes*," and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on the first Tuesday in November, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*; and

WHEREAS, Due to the ongoing effects of COVID-19 and the difficulties of meeting in person or having availability to meet, the November 2020 election was delayed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PEMBROKE HARBOURCOMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS. The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Incumbent</u>	<u>Term Expires</u>
Seat Number 1	Karena Bland	11/10/20
Seat Number 2	Vacant	11/10/20
Seat Number 3	Helen Porche	11/10/22
Seat Number 4	Julio Rodriguez	11/10/22
Seat Number 5	Rafaela Espinosa	11/10/20

The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidates receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

SECTION 2. LANDOWNERS' ELECTION. In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 4th day of November 2021, at 6:30 p.m., at the Pool Area of Pembroke Cay, 807 SW 143rd Terrace, Pembroke Pines, Florida.

SECTION 3. PUBLICATION. The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

SECTION 4. FORMS. Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its June 2, 2021 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Office, located at Munilytics, 7320 Griffin Road, Suite 102, Davie, Florida.

SECTION 5. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 6. EFFECTIVE DATE. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 24th DAY OF JUNE 2021.

Attest:

Chair Karena Bland

Secretary Christopher Wallace