

MINUTES
Pembroke Harbor Community
Development District

Budget and Regular Meeting
August 26, 2019
6:30 p.m.

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

**Pembroke Harbor Community Development District
Budget and Regular Meeting
August 26, 2019
6:30 p.m.
Pool Area of Pembroke Cay
807 SW 143rd Terrace, Pembroke Pines, Florida**

MINUTES

1. **Call To Order.** The meeting was called to order at 6:50p.m.
2. **Roll Call.** In attendance were Chair Karena Bland, Vice-Chair Helen Porche, Supervisors Julio Rodriguez and Rafaela Espinosa, District Attorney Vanessa Steinerts, and District Manager Christopher Wallace.
3. **Approval of Minutes.**
 - a. **May 30, 2019 Regular Meeting.** Chair bland moved to approve the minutes. Supervisor Espinosa seconded the motion. In a voice vote, the minutes were unanimously approved. **(Minutes approved 4-0).**
4. **Resolution 2019-3. A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; PROVIDING FOR AMENDING RESOLUTION NO. 2019-2 WHICH APPROVED THE PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS; AND AUTHORIZED THE SETTING OF THE PUBLIC HEARING DATE FOR PUBLIC COMMENT AND FINAL BUDGET ADOPTION; AND PROVIDING AN EFFECTIVE DATE.** Supervisor Espinosa moved to approve the resolution and Supervisor Rodriguez seconded the motion. Mr. Wallace discussed this resolution was necessary because of the meeting date being rescheduled. In a voice vote, the resolution was unanimously adopted. **(Resolution adopted, 4-0).**
5. **Public Hearings.**
 - a. **Resolution 2019-4. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE BUDGET FOR FISCAL**

YEAR 2019-2020. The item was opened up to the public. Supervisor Rodriguez moved to approve the resolution. Supervisor Espinosa seconded the motion. Mr. Wallace explained the budget for FY2020 was essentially the same as FY2019. There being no one from the public in attendance, the item was closed to further public comments and no further discussion on the budget was held. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted 4-0).**

- b. Resolution 2019-5. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING LEVYING AN ASSESSMENT AND ESTABLISHING AN ASSESSMENT RATE FOR BENEFITED PARCELS FOR FISCAL YEAR 2019-2020.** The item was opened up to the public. Vice-Chair Porche seconded the motion and the item was opened to public comment. There being no one from the public in attendance, public comments were closed. Mr. Wallace noted that the assessment had not changed from FY2019. No further comments were made and in a voice vote, the Resolution was unanimously adopted. **(Resolution adopted 4-0).**

6. Staff Reports

- a. Setting Meeting Schedule for Fiscal Year 2019-2020.** After some discussion, the Board decided to set meeting dates for the 2nd Tuesday of each month.
- b. Audit update.** Mr. Wallace noted that the audit would be delivered shortly.
- c. Financial Disclosure Reminder.** Mr. Wallace reminded everyone present that their disclosure forms, if they had not yet been filed, were late and that mandatory daily fines would soon start to accrue.

7. Audience Comments. There were no audience comments.

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

9. Other Business. The Board discussed the vacant Board seat (Seat 2), left vacant by prior Supervisor Nancy Comacho. Present for the meeting was Bryan Pasetti of 823 SW 143rd Avenue, Pembroke Pines. Mr. Pasetti acknowledged that he was a citizen of the United States and a Florida resident. Supervisor Espinosa moved to appoint Mr. Pasetti to the vacant seat. Vice-Chair Porche seconded the motion and in a voice vote, the Board unanimously appointed Mr. Pasetti to the vacant seat, subject to completing an Oath of Office.

10. **Adjournment.** There being no further business, a motion was made by Supervisor Espinosa and seconded by Vice-Chair Porche to adjourn the meeting, which was unanimously approved. The meeting was adjourned at 7:08p.m.

**Pembroke Harbor Community Development District
Regular Meeting
May 30, 2019
6:30 p.m.
Pool Area of Pembroke Cay
807 SW 143rd Terrace, Pembroke Pines, Florida**

MINUTES

11. **Call To Order.** The meeting was called to order at 6:43.
12. **Roll Call.** In attendance were Chair Karena Bland, Supervisors Julio Rodriguez and Rafaela Espinosa, District Attorney Vanessa Steinerts, and District Manager Christopher Wallace.
13. **Approval of Minutes**
 - a. **September 13, 2018.** Chair Bland moved to approved the minutes, seconded by Supervisor Julio Rodriguez, and, in a voice vote, the minutes were approved.
14. **Appointment of Vacancy: Seat 2.** This item was postponed until the August 13th meeting. The Board wanted Bryan Pasetti to be be present to accept.
15. **Resolution 2019-1. 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, 2019.** Chair Bland moved to adopt the resolution. Supervisor Espinosa seconded the motion, and, in a voice vote, the resolution was approved. **(Resolution approved 3-0).**
16. **Resolution 2019-2. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2019-2020 AND SETTING A DATE, PLACE, AND TIME FOR A PUBLIC HEARING ON THE PROPOSED BUDGET.** The resolution and budget were briefly discussed and it was suggested that the budget hearing be held on August 13, 2019, at 6:30 p.m., at the Pool Area of Pembroke Cay. Supervisor Espinosa so moved the amended resolution with the date, place, and time as noted. Chair Bland seconded the motion, and, in a voice vote, the resolution, as amended, was adopted. **(Resolution approved 3-0).**

17. Staff Reports

a. Manager's Report.

i. Reminder To File Form 1 Statement of Financial Interest By July 1st. The Board members present were reminded to file their Form 1 by the deadline to avoid penalties.

ii. Acceptance of FY2017 audit report. Mr. Wallace noted that this audit was late, but, other than that finding, the auditors had no issues. Chair Bland moved to accept the audit and Supervisor Espinosa seconded the motion. In a voice vote, the audit was accepted.
(Audit accepted 3-0).

b. Attorney's Report. The attorney had nothing to report.

18. Audience Comments. There were no members of the public present.

19. Supervisor's Comments. There were no comments from the Supervisors present.

20. Other Business. There was no other business.

21. Adjournment. There being no further business, Supervisor Rodriguez moved to adjourn the meeting and Chair Bland seconded the motion. In a voice vote, the meeting was adjourned at 7:03 p.m.

RESOLUTION NO. 2019-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; PROVIDING FOR *AMENDING* RESOLUTION NO. 2019-2 WHICH APPROVED THE PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS; AND AUTHORIZED THE SETTING OF THE PUBLIC HEARING DATE FOR PUBLIC COMMENT AND FINAL BUDGET ADOPTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Pembroke Harbor 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 was prepared and considered by the Board, and was approved by the Board on May 30, 2019; and,

WHEREAS, the original Public Hearing Date scheduled for August 8, 2019, is now required to be changed in order to establish and have a quorum of the Board to conduct the business of the District; and notice of the rescheduled Public Hearing shall be advertised, as legally required.

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

Section 1. Resolution No. 2019-2 is hereby *amended*; and the rescheduled Public Hearing date has been advertised, as legally required.

Section 2. A Public Hearing is hereby scheduled for August 26, 2019, at 6:30 p.m. in the Pool Area of Pembroke Cay, 807 SW 143rd Terrace, Pembroke Pines, Florida, for the purpose of receiving public comments on the Proposed Fiscal Year 2019/2020 Budget.

PASSED, ADOPTED and BECOMES EFFECTIVE this 26th day of August 2019.

ATTEST:

**PEMBROKE HARBOR COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Christopher Wallace, Secretary

By: _____
Karena Bland, Chair

Resolution 2019-4

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2019-2020**

WHEREAS, Pembroke Harbor Community Development District tentatively adopted a proposed budget on May 30, 2019; and

WHEREAS, the District has sent first class notices to all property owners, provided for the required advertising and notice of the budget and proposed assessments and placed a copy of the proposed budget on its website; and

WHEREAS, the Board of Supervisors has considered the proposed Fiscal Year 2019-2020 operating budget.

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

Section 1. The Fiscal Year 2019-2020 budget (Exhibit "A") is hereby adopted.

Section 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 26th DAY OF AUGUST 2019.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

	FY2019 Adopted	FY2020 Adopted
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	35,000
Interest	111,650	109,200
One-time Loan Repayment/Contingency	20,050	22,500
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 2018-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING LEVYING AN ASSESSMENT AND ESTABLISHING AN ASSESSMENT RATE FOR BENEFITED PARCELS FOR FISCAL YEAR 2019-2020

WHEREAS, Pembroke Harbor Community Development District has adopted a budget on August 26, 2019; and

WHEREAS, the adopted budget contemplates revenues derived from parcels benefiting from the improvements and services provided to those parcels; and

WHEREAS, the Board of Supervisors has previously established and confirms for Fiscal Year 2019-2020 that all parcels equally benefit from the improvements and services and each parcel should be assessed the same rate of assessment:

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

Section 1. The Board hereby levies an assessment of \$231,589 to fund the District's Fiscal Year 2019-2020 budget.

Section 2. Each parcel in the District is assessed \$1,113.41.

Section 3. The District Manager is hereby instructed to certify the final roll to the Broward County Property Appraiser and Broward County Tax Collector

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

PASSED AND ADOPTED THIS 26th DAY OF AUGUST 2019.

Attest:

Chair Karena Bland

Secretary Christopher Wallace