

**AGENDA**  
**Pembroke Harbor Community**  
**Development District**

**Regular Meeting**  
**April 18, 2024**  
**6:30 p.m.**

**Pool Area of Pembroke Cay**  
**807 SW 143<sup>rd</sup> Terrace**  
**Pembroke Pines, Florida**

Pembroke Harbor Community Development District  
Regular Meeting  
April 18, 2024  
6:30pm  
Pool Area of Pembroke Cay, 807 SW 143<sup>rd</sup> Terrace, Pembroke Pines, Florida

AGENDA

1. Call To Order.
2. Roll Call.
3. Approval of Minutes
  - a. August 7, 2023 Regular and Budget Meeting
4. Resolution 2024-1. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2024-2025 AND SETTING A DATE, PLACE, AND TIME FOR A PUBLIC HEARING ON THE PROPOSED BUDGET.
5. Staff Reports
  - a. Manager's Report.
    - i. Reminder To File Form 1 Statement of Financial Interest By July 1<sup>st</sup>.
  - b. District Attorney's Report
    - i. Required Ethics Training and Financial Disclosure
    - ii. Lake Deed Update
6. Audience Comments.
7. Supervisor's Comments.
8. Other Business
9. Adjournment.

**Pembroke Harbor Community Development District  
Budget and Regular Meeting  
August 7, 2023  
6:30 p.m.  
Pool Area of Pembroke Cay  
807 SW 143<sup>rd</sup> Terrace, Pembroke Pines, Florida**

**MINUTES**

1. **Call To Order.** The meeting was called to order at 6:42 p.m.
2. **Roll Call.** In attendance were Chair Karena Bland, Vice-chair Helen Porche, Supervisors Kenya Gloris, Julio Rodriguez, and Paul Pinzon, District Attorney Michael Pawelczyk, and District Manager Christopher Wallace.
3. **Public Hearings.**
  - a. **Resolution 2023-1. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENTDISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2023-2024.** Supervisor Rodriguez moved to adopt the Resolution, which was seconded by Chair Bland. There were no members of the public present. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted, 5-0).**
  - b. **Resolution 2023-2. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING AND LEVYING AN ASSESSMENT AND ESTABLISHING AN ASSESSMENT RATE FOR BENEFITED PARCELS FOR FISCAL YEAR 2023-2024.** Supervisor Rodriguez moved to adopt the Resolution, which was seconded by Supervisor Pinzon. There were no members of the public present. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted, 5-0).**
4. **New Business**
  - i. **Approval For New Attorney Fee Letter.** Julio Rodriguez moved to approve the new fees for the District's attorney. Vice-chair Porche seconded the motion, and in a voice vote, the motion was approved. **(Motion to approved new legal fees approved 5-0).**
5. **Staff Reports**

- a. **Legal.** Mr. Pawelczyk briefed the Board on the actions taken by the Florida Legislature that affect local special districts, particularly in the area of ethics training. The Board was also advised of issues related to the ownership of waterways in the District and asked the Board to have the authority to work with South Broward Drainage District in an effort to resolve them. Supervisor Rodriguez moved to approve the legal effort and Vice-chair Porche seconded. In a voice vote, the motion was unanimously approved. **(Motion to approve legal effort to resolve lake issues approved, 5-0).**

**6. Audience Comments.** There were no members of the public present.

**7. Supervisor's Comments.** There were no Supervisor's comments.

**8. Other Business.** There was no other business.

**9. Adjournment.** There being no further business, Vice-chair Porche moved to adjourn, which was seconded by Supervisor Rodriguez. In a voice vote, the motion was approved and the meeting adjourned at 6:53p.m. **(Meeting adjourned).**

**Resolution 2022-4**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF  
PEMBROKE HARBOR COMMUNITY DEVELOPMENT  
DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR  
2023-2024**

**WHEREAS**, Pembroke Harbor Community Development District tentatively adopted a proposed budget on May 18,2023; and

**WHEREAS**, the Board of Supervisors has considered the proposed FY2023-2024 operating budget; and

**WHEREAS**, the Board of Supervisors has considered the proposed Fiscal Year 2023-2024 operating budget.

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

**Section 1.** The Fiscal Year 2023-2024 budget (Exhibit “A”) is hereby adopted.

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

**PASSED AND ADOPTED THIS 7th DAY OF AUGUST 2023.**

**Attest:**

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**Chair Karena Bland**

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**Secretary Christopher Wallace**

**Exhibit A**

	<b>FY2023 Adopted</b>	<b>FY2024 Approved</b>
<b>Revenues:</b>		
Assessments	231,589	231,589
Discounts Allowed	(9,264)	(9,264)
<b>Total Revenues</b>	<b>222,325</b>	<b>222,325</b>
<b>Expenditures:</b>		
<b>Administrative</b>		
Supervisor's Fees	6,000	6,000
Property Appraiser and Tax Collector Fees	6,600	5,500
Engineering	1,000	4,500
Legal	7,200	7,200
Audit	4,500	5,300
Trustee and Paying Agent Fees	4,000	4,000
Management Fees	20,000	20,000
Assessment Administration	-	-
Postage and Freight	100	250
Insurance	4,100	5,800
Printing and Binding	150	150
Advertising	600	800
Other Current Charges	500	500
Office Supplies	200	100
Dues, Licenses, and Subscriptions	175	175
Miscellaneous Expenses	500	500
<b>Total Administrative</b>	<b>55,625</b>	<b>60,775</b>
<b>Debt Service</b>		
Principal	50,000	55,000
Interest	97,650	94,150
One-time Loan Repayment/Contingency	20,900	12,400
<b>Total Debt Service</b>	<b>166,700</b>	<b>161,550</b>
<b>Total Expenditures</b>	<b>222,325</b>	<b>222,325</b>
<b>Revenues Less Expenditures</b>	<b>0</b>	<b>0</b>
<b>Gross Assessments, 208 Units</b>	<b>1,113.41</b>	<b>1,113.41</b>
<b>Net Assessments, 208 Units</b>	<b>1,068.87</b>	<b>1,068.87</b>

**Resolution 2023-3**

**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 2023-2024**

**WHEREAS**, Pembroke Harbor Community Development District has adopted a budget on August 7, 2023; 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 2023-2024 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 2022-2023 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 7th DAY OF AUGUST 2023.**

**Attest:**

\_\_\_\_\_  
**Chair Karena Bland**

\_\_\_\_\_  
**Secretary Christopher Wallace**

**Resolution 2024-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2024-2026 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 FY2025 operating budget to the Board of Supervisor to be considered; and

WHEREAS, the Board of Supervisors has considered the proposed FY2025 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 FY2024-2025 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 \_\_\_\_\_, at \_\_\_\_\_, at \_\_\_\_\_.

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

PASSED AND ADOPTED THIS 18th DAY OF APRIL 2024.

Attest:

\_\_\_\_\_  
Chair Karena Bland

\_\_\_\_\_  
Secretary Christopher Wallace



	<b>FY2024 Adopted</b>	<b>FY2025 Manager Recommended</b>
<b>Revenues:</b>		
Assessments	231,589	216,224
Discounts Allowed	(9,264)	(8,649)
<b>Total Revenues</b>	<b>222,325</b>	<b>207,575</b>
<b>Expenditures:</b>		
<b>Administrative</b>		
Supervisor's Fees	6,000	6,000
Property Appraiser and Tax Collector Fees	6,600	5,500
Supervisor of Election Fees	-	1,500
Engineering	1,000	4,500
Legal	7,200	7,200
Audit	4,500	5,300
Trustee and Paying Agent Fees	4,000	4,000
Management Fees	20,000	20,000
Assessment Administration	-	-
Postage and Freight	100	250
Insurance	4,100	5,800
Printing and Binding	150	150
Advertising	600	800
Other Current Charges	500	500
Office Supplies	200	100
Dues, Licenses, and Subscriptions	175	175
Miscellaneous Expenses	500	500
<b>Total Administrative</b>	<b>55,625</b>	<b>62,275</b>
<b>Debt Service</b>		
Principal	50,000	55,000
Interest	97,650	90,300
One-time Loan Repayment/Contingency	20,900	-
<b>Total Debt Service</b>	<b>166,700</b>	<b>145,300</b>
<b>Total Expenditures</b>	<b>222,325</b>	<b>207,575</b>
<b>Revenues Less Expenditures</b>	<b>-</b>	<b>-</b>
<b>Gross Assessments, 208 Units</b>	<b>1,113.41</b>	<b>1,039.54</b>
<b>Net Assessments, 208 Units</b>	<b>1,068.87</b>	<b>997.96</b>