

MINUTES
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

**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

1. **Call To Order.** The meeting was called to order at 6:43.
2. **Roll Call.** In attendance were Chair Karena Bland, Supervisors Julio Rodriguez and Rafaela Espinosa, District Attorney Vanessa Steinerts, and District Manager Christopher Wallace.
3. **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.
4. **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.
5. **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).**
6. **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).**

7. **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.
8. **Audience Comments.** There were no members of the public present.
9. **Supervisor's Comments.** There were no comments from the Supervisors present.
10. **Other Business.** There was no other business.
11. **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.

**Pembroke Harbor Community Development District
Rescheduled Budget and Regular Meeting
September 13,2018
7:00 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 7:40 p.m. by Chair Karena Bland.
2. **Roll Call.** In attendance were Chair Karena Bland, Supervisor Julio Rodriguez, Supervisor Rafaela Espinosa, District Attorney

Vanessa Steinerts, and District Manager Christopher Wallace. Vice-Chair Helen Porche was absent. Seat 2 remains vacant.

- 3. Approval of Minutes.**
 - a. May 31, 2018 Regular Meeting. Supervisor Espinosa moved to approve the minutes. Supervisor Rodriguez seconded the motion. In a voice vote, the minutes were unanimously approved. (Minutes approved 3-0).**

- 4. Resolution 2018-3. A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2018/2019; PROVIDING FOR *AMENDING* RESOLUTION NO. 2018-2 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. Chair Bland moved to approve the Resolution and Supervisor Espinosa seconded her motion. In a voice vote, the Resolution was unanimously adopted. (Resolution Adopted 3-0).**

- 5. Public Hearings. Mr. Wallace noted that the following two items were public hearing items. He further noted that he did not see any members of the public present.**
 - a. Resolution 2018-4. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2018-2019. Chair Bland moved to approve the Resolution and open the floor to input from the public. Supervisor Espinosa seconded the motion. The floor was open to public comments. There being no one from the public in attendance, the item was closed to public comments. Chair Bland asked if the debt service was the same as last year. Mr. Wallace replied affirmatively. In a voice vote, the Resolution was unanimously adopted. (Resolution adopted 3-0).**

 - b. Resolution 2018-5. 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 2018-2019.**

Chair Bland moved to approve the Resolution and open the floor to input from the public. Supervisor Espinosa seconded the motion. The floor was open to public comments. There being no one from the public in attendance, the item was closed to public comments. Chair Bland asked if this was the same assessment rate as the current year. Mr. Wallace relied affirmatively. In a voice vote, the Resolution was unanimously adopted. (Resolution adopted 3-0).

6. **Staff Reports**
 - a. **Setting Meeting Schedule For FY2019.** A motion was made by Supervisor Espinosa to set the monthly meeting date for the 2nd Tuesday of each month and to try to have the Landowner's Meeting on November 13th. Chair Bland seconded the motion and in a voice vote, the meeting schedule was set. (FY2019 meetings to be held and noticed for the second Tuesday of each month).
 - b. **Audit update.** Mr. Wallace noted that the audit would be delivered late but that he believed it would be issued by the end of September.
 - c. **Election of Supervisors.** Discussion was held regarding the Landowner's meeting and notice requirements. District Attorney Steinerts told the Board that she would get back with an answer by the following week.
7. **Audience Comments.** There were no audience comments.
8. **Supervisor's Comments.** There were no further Supervisor comments.
9. **Other Business.** The issue of expanding the District's duties and responsibilities, particularly as they relate to security, was discussed. It was noted by the District's attorney that the City of Pembroke Pines would have to adopt an amending ordinance to expand or contract the Board's powers and duties. The Board directed that this be brought up at the next meeting as an agenda item.
10. **Adjournment.** There being no further business, the meeting was adjourned at 8:07 p.m.

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**

WHEREAS, Chapter 190.006 of the Florida Statutes requires that on or before June 1st of each year 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, 2019, is hereby determined to be 203, 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 30th DAY OF MAY 2019.

Attest:

Karena Bland, Chair

Christopher Wallace, Secretary

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

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

WHEREAS, the District Manager has presented a proposed FY2020 operating budget to the Board of Supervisor to be considered; and

WHEREAS, the Board of Supervisors has considered the proposed FY2020 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 FY2019-2020 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 30th DAY OF MAY 2019.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

	FY2018 Adopted	FY2019 Manager Recommended
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	109,200	108,750
One-time Loan Repayment/Contingency	22,500	22,950
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