

MINUTES
Pembroke Harbor Community
Development District

Budget and Regular Meeting
August 27,2020
6:30 p.m.

Virtual Meeting

<https://munilytics.my.webex.com/munilytics.my/j.php?MTID=mfd27557b0bf613436df0df249cc0d7a6>

or by using a telephone by dialing 1-408-418-9388 United States Toll and using the following meeting access code: 132 644 0824

**Pembroke Harbor Community Development District
Budget and Regular Meeting
August 27, 2020
6:30 p.m.**

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**or by using a telephone by dialing 1-408-418-9388 United States
Toll and using the following meeting access code: 132 644 0824**

AGENDA

1. Call To Order
2. Roll Call
3. **Approval of Minutes.**
 - a. June 22, 2020 Regular Meeting.
4. **Public Hearings.**
 - a. **Resolution 2020-3.** A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021
 - b. **Resolution 2020-4.** 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 2020-2021.
5. **Staff Reports**
 - a. Setting Meeting Schedule for Fiscal Year 2020-2021
 - b. Financial Disclosure Reminder
6. **Audience Comments.**
7. **Supervisor's Comments**
8. **Other Business.**
9. **Adjournment.**

**Pembroke Harbor Community Development District
Regular Meeting
June 22, 2020
5:30pm
Virtual Meeting Required Due To Requirements of COVID 19**

Minutes

1. **Call To Order.** The meeting was called to order at 5:30 p.m. Due to the COVID-19 crisis, the Governor issued executive orders allowing the meeting to be held virtually. The meeting was held using Webex with a meeting number of 132 434 1549. Dial-in numbers were also provided for the meeting.
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. **August 26, 2019.** Supervisor Espinosa moved to approve the minutes. Vice Chair Porche seconded the motion, and in a roll call vote, the minutes were unanimously approved. **(Minutes adopted 4-0)**
4. **Resolution 2020-1. 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 noted that the agenda had been corrected after it was posted and the number of qualified electors stood at 244, according to the Supervisor of Elections office. Chair Bland moved to approve the resolution. Supervisor Espinosa seconded the motion and in a roll call vote, the resolution was unanimously adopted. **(Resolution approved 4-0).**
5. **Resolution 2020-2. 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 essentially the same as it has been for the last few years. No one had any changes to the budget. Discussion followed on which dates to have the

meeting. After some comments, a motion was made by Vice Chair Porche to approved the resolution with August 27, 2020, at 6:30 p.m. at the pool area of Pembroke Cay as the meeting date, place, and time. Chair Bland seconded the motion and in a roll call vote, the resolution as amended was adopted. **(Resolution approved 4-0)**

6. Staff Reports

a. Manager's Report.

- i. Reminder To File Form 1 Statement of Financial Interest By July 1st.** Mr. Wallace reminded everyone to file their forms by July 1st. Three Board members stated that they did not receive the form. Supervisor Rodriguez reminded everyone that they could file online and Mr. Wallace stated that he would send everyone the link and suggested that if they had any questions to call him or the District's attorney.

7. Audience Comments. There were no members of the public online for the meeting.

8. Supervisor's Comments. No Supervisor had any comments.

9. Other Business. There was no other business.

10. Adjournment. There being no further business before the Board, Chair Bland moved to adjourn the meeting, and Supervisor Rodriguez seconded the motion. In a voice vote with no objections, the meeting was adjourned at 5:42 pm.

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**

AGENDA

- 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.

RESOLUTION 2020-1

**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**

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, 2020, is hereby determined to be 244, 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 22nd DAY OF JUNE 2020.

Attest:

Karena Bland, Chair

Christopher Wallace, Secretary

Resolution 2020-2

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

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

WHEREAS, the District Manager has presented a proposed FY2021 operating budget to the Board of Supervisor to be considered; and

WHEREAS, the Board of Supervisors has considered the proposed FY2021 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 FY2020-2021 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 22nd DAY OF JUNE 2020.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

	FY2020 Adopted	FY2021 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	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 NO. 2019-3

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2020-2021**

WHEREAS, Pembroke Harbor Community Development District tentatively adopted a proposed budget on June 22, 2020; 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 FY2020-2021 operating budget:

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

Section 1. The FY2020-2021 budget (Exhibit "A") is hereby adopted.

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

PASSED AND ADOPTED THIS 27th DAY OF AUGUST 2020.

ATTEST:

**PEMBROKE HARBOR COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Christopher Wallace, Secretary

By: _____
Karena Bland, Chair

	FY2020 Adopted	FY2021 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 2019-4

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 2020-2021

WHEREAS, Pembroke Harbor Community Development District has adopted a budget on June 22, 2020; 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 2020-2021 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 2020-2021 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 27th DAY OF AUGUST 2020.

Attest:

Chair Karena Bland

Secretary Christopher Wallace