

MINUTES
Pembroke Harbor Community
Development District

Budget and Regular Meeting
July 17, 2025
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
July 17, 2025
6:30 p.m.
Pool Area of Pembroke Cay
807 SW 143rd Terrace, Pembroke Pines, Florida**

AGENDA

1. Call To Order.
2. Roll Call.
3. Minutes
 - a. April 17, 2025.
4. Resolution 2025-5. A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2025/2026; PROVIDING FOR *AMENDING* RESOLUTION NO. 2025-1 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.
5. Public Hearings.
 - a. Resolution 2025-6. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENTDISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2025-2026.
 - b. Resolution 2025-7. 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 2024-2025.
6. New Business

- a. Establishing Performance Measurements and Standards by motion.
- 7. Staff Reports.
 - a. Manager's Report.
 - i. Reminder to File Financial Disclosure Form
 - b. Attorney's Report
- 8. Audience Comments.
- 9. Supervisor's Comments.
- 10. Other Business.
- 11. Adjournment.

Pembroke Harbor Community Development District
Regular Meeting
April 17, 2025
6:30pm
Pool Area of Pembroke Cay, 807 SW 143rd Terrace, Pembroke Pines, Florida

MINUTES

- 12. Call To Order.** The meeting was called to order at 6:50 p.m.
- 13. Roll Call.** In attendance were Vice-Chair Helen Porche, Supervisors Juan Pinzon and Julio Rodriquez, District Attorney Gregory George, and District Manager Christopher Wallace. Absent was Chair Karena Bland and Supervisor Kenya Gloris.
- 14. Approval of Minutes**
 - a. April 18, 2024, Regular Meeting**
 - b. September 20, 2024, Regular and Budget Meeting**
 - c. October 22, 2024, Regular Meeting**

A motion was made by Supervisor Rodriguez, which was seconded by Vice-Chair Porche, to approve each of the minutes. In a voice vote, the minutes were unanimously approved. **(Minutes Approved 3-0)**

- 15. Resolution 2025-1. 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.** Mr. Wallace noted that the propose budget for FY2026 is the same as the one for FY2025. After some discussion on meeting dates, the Resolution was amended to include the meeting date of Thursday, June 26, 2025, at 6:30 p.m., and to be held at the pool area of Pembroke Cay. Supervisor Rodriguez moved to approve the amended Resolution and Vice-Chair Porche seconded the motion. In a voice vote the amended Resolution was unanimously adopted. **(Resolution adopted, 3-0)**
- 16. Resolution 2025-2. A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ESTABLISHING AN ELECTRONIC SIGNATURE POLICY, PROVIDING DISTRICT MANAGER WITH AUTHORITY AND RESPONSIBILITY FOR APPROVAL OF ELECTRONIC SIGNATURES AND IMPLEMENTATION OF CONTROL PROCESSES AND**

PROCEDURES TO ENSURE COMPLIANCE, INTEGRITY, AND SECURITY, IN ACCORDANCE WITH CHAPTER 688, FLORIDA STATUTES; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE. District Attorney George discussed the purpose of the Resolution. Supervisor Rodriguez moved to adopt the Resolution and Vice-Chair Porche seconded the motion. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted, 3-0)**

17. **Resolution 2025-3. A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.** District Attorney George discussed the purpose of the Resolution. Without further discussion, Supervisor Rodriguez moved to adopt the Resolution and Vice-Chair Porche seconded the motion. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted, 3-0)**
18. **Resolution 2025-4. A RESOLUTION OF THE PEMBROKE HARBORCOMMUNITY DEVELOPMENT DISTRICT DESIGNATING MICHAEL J. PAWELCZYK AS THE DISTRICT'S REGISTERED AGENT AND DESIGNATING THE OFFICE OF BILLING, COCHRAN, LYLES, MAURO & RAMSEY, P.A. AS THE REGISTERED OFFICE.** Mr Wallace noted that Dennis Lyles of the same firm is currently the District's Registered Agent. Mr. George explained that Mr. Lyles is pulling back from his duties and that Mr. Pawelczyk would be the District's Registered Agent going forward. Vice-Chair Porche moved to adopt the Resolution and Supervisor Pinzon seconded it. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted, 3-0)**
19. **Motion Ratifying Annual Meeting Dates Previously Agreed To and Advertised.** Mr Wallace noted that while the Board had at a prior meeting agreed to keep the same set meeting dates for the current fiscal year, the Board's attorney felt that it should be ratified and memorialized by motion. Supervisor Pinzon moved to ratify the meeting dates of the third Thursday of each month. The motion was seconded by Vice-Chair Porche. In a voice vote, the Motion was unanimously approved. **(Motion approved, 3-0)**
- 20.

21. Staff Reports

a. Manager's Report.

- i. Reminder To File Form 1 Statement of Financial Interest By July 1st.** Mr. Wallace reminded the Board members of their responsibility to file this form.

b. District Attorney's Report

- i. Lake Deed Update.** Mr. George had no update on this item.

22. Audience Comments. There were no audience members present.

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

24. Other Business. There was no further business.

25. Adjournment. Supervisor Rodriguez moved to adjourn the meeting and. Vice-Chair Porche seconded the motion. In a voice vote, the motion to adjourn the meeting was unanimously approved and the meeting was adjourned at 7:30 p.m. **(Meeting adjoured at 7:30 p.m.)**

RESOLUTION NO. 2025-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT REGARDING THE PROPOSED BUDGET FOR FISCAL YEAR 2025/2026; PROVIDING FOR *AMENDING* RESOLUTION NO. 2025-1 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 2025/2026 was prepared and considered by the Board, and was approved by the Board on April 17, 2025; and,

WHEREAS, the original Public Hearing Date scheduled for June 26, 2025, 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. 2025-1 is hereby *amended*; and the rescheduled Public Hearing date has been advertised, as legally required.

Section 2. A Public Hearing is hereby scheduled for July 17, 2025, 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 2022/2023 Budget.

PASSED, ADOPTED and BECOMES EFFECTIVE this 17th day of July 2025.

ATTEST:

**PEMBROKE HARBOR COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Christopher Wallace, Secretary

By: _____
Karena Bland, Chair

Resolution 2025-6

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2025-2026**

WHEREAS, Pembroke Harbor Community Development District tentatively adopted a proposed budget on April 17, 2025; and

WHEREAS, the Board of Supervisors has considered the proposed FY2025-2026 operating budget; and

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

Section 1. The Fiscal Year 2025-2026 budget (Exhibit “A”) is hereby adopted.

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

PASSED AND ADOPTED THIS 17TH DAY OF JULY 2025.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

Exhibit A

	FY2025 Adopted	FY2026 Adopted
Revenues:		
Assessments	216,224	216,224
Discounts Allowed	(8,649)	(8,649)
Total Revenues	207,575	207,575
Expenditures:		
Administrative		
Supervisor's Fees	6,000	6,000
Property Appraiser and Tax Collector Fees	5,500	5,500
Supervisor of Election Fees	1,500	1,500
Engineering	4,500	4,500
Legal	7,200	7,200
Audit	5,300	5,300
Trustee and Paying Agent Fees	4,000	4,000
Management Fees	20,000	20,000
Assessment Administration	-	-
Postage and Freight	250	250
Insurance	5,800	5,800
Printing and Binding	150	150
Advertising	800	800
Other Current Charges	500	500
Office Supplies	100	100
Dues, Licenses, and Subscriptions	175	175
Miscellaneous Expenses	500	500
Total Administrative	62,275	62,275
Debt Service		
Principal	55,000	55,000
Interest	90,300	90,300
One-time Loan Repayment/Contingency	-	-
Total Debt Service	145,300	145,300
Total Expenditures	207,575	207,575
Revenues Less Expenditures	-	-
Gross Assessments, 208 Units	1,039.54	1,039.54
Net Assessments, 208 Units	997.96	997.96

Resolution 2025-7

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 2025-2026

WHEREAS, Pembroke Harbor Community Development District has adopted a budget on July 17, 2025; 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 2025-2026 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 \$216,224 to fund the District's Fiscal Year 2024-2025 budget.

Section 2. Each parcel in the District is assessed \$1,039.54.

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 17th DAY OF JULY 2025.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

Establishment of Performance Measurements and Standards Required By Florida Statutes

Florida Statutes §189.0695 require independent special districts to adopt, monitor, and report on its evaluation of its programs, activities, and functions. At this point in the District's operation, the District exists largely to collect assessments to repay debt that was issued to finance certain underground improvements and to maintain the stormwater management system.

We are recommending the following performance measurements and standards for the Pembroke Harbor Community Development District:

Administrative Management:

1. Bond Payments Timely Made. Revenues are transmitted to the Bond Trustee in a timely manner and bondholders paid on time, 100% of the time.
2. Annual Financial Audit completed by March 31st of each year.

Infrastructure Management:

1. Stormwater management evaluated by Engineer at least once every 5 years and certified by South Broward Drainage District.