

MINUTES
Pembroke Harbor Community
Development District

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

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

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

MINUTES

1. **Call To Order.** The meeting was called to order at 6:33 p.m.
2. **Roll Call.** In attendance were Chair Karena Bland, Supervisors Juan Pinzon and Helen Porche, District Attorney Gregory George, and District Manager Christopher Wallace. Supervisor Julio Rodriguez arrived after Agenda Item 4. Supervisor Kenya Gloris was absent.
3. **Approval of Minutes**
 - a. **August 7, 2023 Regular and Budget Meeting.** Supervisor Pinzon noted that his first name was incorrect in the minutes. Supervisor Porche moved to approve the minutes with the correction. Chair Bland seconded the motion and in a voice vote, the amended minutes were unanimously approved **(Minutes approved, 3-0)**
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.** Mr. Wallace discussed the Manager's Proposed Budget, noting that they were recommending a reduction in the assessment amount and some of the other changes, all being relatively minor. The Board discussed when to hold the budget hearing and settled on July 18, 2024, at 6:30 p.m., at the Pool Area of Pembroke Cay. Supervisor Porche moved to approve the resolution with the noted day, time, and place. Chair Bland seconded the motion and in a voice vote the resolution was unanimously adopted. **(Resolution approved, 3-0).**
5. **Staff Reports** (Supervisor Rodriguez arrived.)
 - a. **Manager's Report.**
 - i. **Reminder To File Form 1 Statement of Financial Interest By July 1st.** Mr. Wallace noted that the form

would need to be filed by July 1st and that Board members would be provided reminders by email.

b. District Attorney's Report

i. Required Ethics Training and Financial Disclosure

Discussion was held regarding the required training and attestation that needed to be made.

ii. Lake Deed Update. Mr. George noted that the item to transfer ownership to the South Broward Drainage District was being handled by their office and would have an update at the next Board meeting.

6. **Audience Comments.** There were no audience members present.
7. **Supervisor's Comments.** There were no Supervisor comments.
8. **Other Business.** There was no further business.
9. **Adjournment.** There being no further business, a motion was made by Supervisor Porche and seconded by Supervisor Rodriguez to adjourn the meeting. In a unanimous voice vote, the meeting was adjourned at 7:01 p.m.

**Pembroke Harbor Community Development District
Budget and Regular Meeting
August 7, 2023
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 6:42 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 DEVELOPMENT DISTRICT 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:

Chair Karena Bland

Secretary Christopher Wallace

Exhibit A

	FY2023 Adopted	FY2024 Approved
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	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
Total Administrative	55,625	60,775
Debt Service		
Principal	50,000	55,000
Interest	97,650	94,150
One-time Loan Repayment/Contingency	20,900	12,400
Total Debt Service	166,700	161,550
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 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 Thursday, July 18, 2024, at 6:30 p.m. ., at the Pool Area of Pembroke Cay, 807 SW 143rd Terrace, Pembroke Pines, Florida.

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

	FY2024 Adopted	FY2025 Manager Recommended
Revenues:		
Assessments	231,589	216,224
Discounts Allowed	(9,264)	(8,649)
Total Revenues	222,325	207,575
Expenditures:		
Administrative		
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
Total Administrative	55,625	62,275
Debt Service		
Principal	50,000	55,000
Interest	97,650	90,300
One-time Loan Repayment/Contingency	20,900	-
Total Debt Service	166,700	145,300
Total Expenditures	222,325	207,575
Revenues Less Expenditures	-	-
Gross Assessments, 208 Units	1,113.41	1,039.54
Net Assessments, 208 Units	1,068.87	997.96