

AGENDA
Pembroke Harbor Community
Development District

Annual Budget and Regular
Meeting
July 28, 2016
7:00 p.m.

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

Pembroke Harbor Community Development District
Budget and Regular Meeting
August 27, 2017
7:00 p.m.
Pool Area of Pembroke Cay
807 SW 143rd Terrace, Pembroke Pines, Florida

AGENDA

1. Call To Order
2. Roll Call
3. **Approval of Minutes.**
 - a. May 25, 2016 Regular Meeting
 - b. July 28, 2016 Regular Meeting
 - c. November 10, 2016 Landowners Meeting
4. **Resolution 2017-3.** A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2017-2018.
5. **Resolution 2017-4.** 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 2017-2018.
6. Staff Reports
 - a. Setting Meeting Schedule For FY2018
 - b. Audit update
7. Audience Comments.
8. Supervisor's Comments
9. Other Business.
10. Adjournment.

**Pembroke Harbor Community Development District
Regular Meeting
May 25, 2016
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 6:45 p.m.
2. **Roll Call.** Present were Chair Karena Bland and Supervisors Helene Porche, Julio Rodriguez, Nancy Camacho, and Rafaela Espinosa. Also present were District Manager Christopher Wallace and District Attorney Michael Pawelczyk.
3. **Resolution 2016-1. 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, 2016.**
A motion was made by Helene Porche, which was seconded by Karena Bland, to adopt the Resolution. In a voice vote, the resolution was unanimously adopted. **(Resolution adopted, 5-0)**
4. **Resolution 2016-2. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2015-2016 AND SETTING A DATE, PLACE, AND TIME FOR A PUBLIC HEARING ON THE PROPOSED BUDGET.** Julio Rodriguez moved to accept the proposed budget and set the meeting for July 28, 2016, at 6:30 p.m., at the Pool Area of Pembroke Cay. Karena Bland seconded the motion, and in voice vote, the resolution was unanimously adopted. **(Resolution adopted, 5-0)**
5. **Acceptance of the FY2015 Audit.** The audit was briefly discussed and then accepted by the Board.
6. **Announcement of Landowners Meeting and Setting Date For Election of Supervisors (Seat 1, Karena Bland; Seat 2, Nancy Camacho. Both seats expire on 11/9/2016).** Mr. Wallace announced that an election by landowners would be held on November 10, 2016, at 6:30 p.m., to elect Supervisors to Seats 1 and 2.

7. **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 the deadline.
 - b. **Attorney's Report.**
 - i. **2016 Legislative Session Changes Affecting Districts.** Mr. Pawelczyk briefed the Board and District Management on the changes made to laws that affect the District.
8. **Audience Comments.** There were no members of the public present.
9. **Supervisor's Comments.** There were no Supervisor's comments.
10. **Other Business.** There was no further business of the Board.
11. **Adjournment.** Supervisor Porche moved to adjourn the meeting. Chair Bland seconded the motion, and in a voice vote, the motion was unanimously carried and the meeting adjourned at 7:26 p.m.

**Pembroke Harbor Community Development District
Regular Meeting
July 28, 2016
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 6:45 p.m.
2. **Roll Call.** Present were Chair Karena Bland and Supervisors Helene Porche, Julio Rodriguez, Nancy Camacho, and Rafaela Espinosa. Also present were District Manager Christopher Wallace and District Attorney Susan Delegal.
3. **Approval of Minutes.** Supervisor Espinosa corrected the June 11, 2015, minutes by noting she was present and was administered an oath of office by Susan Delegal on that date. There being no further changes to any of the minutes, a motion was made by Karena Bland to approve the corrected minutes. Supervisor Rodriguez seconded the motion and in a voice vote, the minutes were unanimously approved. **(Minutes approved, 5-0)**
 - a. July 24, 2014
 - b. June 11, 2015 (minutes corrected)
 - c. August 13, 2015
4. **Resolution 2016-3 A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2016-2017.** The meeting was opened to a public hearing. Chair Bland moved to approve the budget and Supervisor Porche seconded the motion. In a voice vote, the resolution was unanimously adopted. **(Resolution adopted, 5-0).**
5. **Resolution 2016-4. 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 2016-2017.** The meeting was opened to a public hearing. Supervisor Porche moved to adopt the resolution and Supervisor Espinosa seconded the motion. In a voice vote, the resolution was unanimously adopted. **(Resolution adopted, 5-0).**

6. **Staff Reports.** There were no staff reports.
7. **Audience Comments.** There were no audience comments.
8. **Supervisor's Comments.** There were no Supervisor's comments.
9. **Other Business.** There was no further business of the Board.
10. **Adjournment.** There being no further business, Supervisor Rodriguez moved to adjourn the meeting and Chair Bland seconded the motion. In a voice vote, the motion was unanimously adopted and the meeting was adjourned at 7:07 p.m.

**Pembroke Harbor Community Development District
Board of Supervisors Landowners Meeting
November 10, 2016
6:30 p.m.
At the pool area of Pembroke Cay
807 SW 143rd Terrace, Pembroke Pines, Florida 33027**

MINUTES

- 1. Call To Order.** The meeting was called to order at 6:45 p.m.

- 3. Selection of Meeting Chair.** District Manager Christopher Wallace was selected to chair the meeting and election.

- 4. Election of Supervisors.** The meeting was opened up as a public hearing for election of landowners. Only landowners would be able to nominate and vote for Supervisor seats. Ballots and proxies had been mailed to owners of record provided by the Broward County Property Appraiser. A motion was made to elect Karena Bland to Seat 1. There were no nominations to fill Seat 2. There were 4 ballots cast for Ms. Bland. There were no other ballots. Ms. Bland was then given an oath of office by District Attorney Susan Delegal. Seat 2 was not filled. Both seats will expire on November 10, 2020.

- 5. Adjournment.** The meeting was adjourned at 7:00 p.m.

Resolution 2016-4

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT
ADOPTING THE BUDGET FOR FISCAL YEAR 2017-2018**

WHEREAS, Pembroke Harbor Community Development District tentatively adopted a proposed budget on May 31, 2017; 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 FY2017-2018 operating budget:

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

Section 1. The FY2017-2018 budget (Exhibit "A") is hereby adopted.

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

PASSED AND ADOPTED THIS 22nd DAY OF August 2017.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

EXHIBIT A		
PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT		
FISCAL YEAR 2017-2018 OPERATING BUDGET		
	FY2017 Adopted	FY2018 Proposed
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	30,000	35,000
Interest	115,850	111,650
One-time Loan Repayment/Contingency	20,850	20,050
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 2017-4

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 2017-2018

WHEREAS, Pembroke Harbor Community Development District has adopted a budget on August 22, 2017; 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 2017-2018 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 2017-2018 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 22nd DAY OF August 2016.

Attest:

Chair Karena Bland

Secretary Christopher Wallace