

MINUTES
Pembroke Harbor Community
Development District

Rescheduled Annual Budget and
Regular Meeting
September 13, 2018
7:00 p.m.

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

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7:00 p.m.
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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.

**Pembroke Harbor Community Development District
Regular Meeting
May 8, 2018
7:00 p.m.
Pool Area of Pembroke Cay
807 SW 143rd Terrace, Pembroke Pines, Florida**

Minutes

11. **Call To Order.** The meeting was called to order by Chair Bland at 7:05p.m.
12. **Roll Call.** In attendance were Chair Karena Bland, Supervisor Julio Rodriguez, Supervisor Rafaela Espinosa, District Attorney Vanessa Steinerts, and District Manager Christopher Wallace. Absent was Vice-Chair Helen Porche.
13. **Approval of Minutes.** Supervisor Rodriguez moved to approve both meeting minutes. Chair Bland seconded the motion and in a voice vote, the minutes were approved. **(Minutes approved 3-0)**
 - a. **May 31, 2017**
 - b. **August 22, 2017**
14. **Resolution 2018-1. 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, 2018.** Supervisor Espinosa moved to adopt the resolution, which was seconded by Supervisor Rodriguez. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted 3-0)**
15. **Resolution 2018-2. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2018-2019 AND SETTING A DATE, PLACE, AND TIME FOR A PUBLIC HEARING ON THE PROPOSED BUDGET.** Chair Bland moved to adopt the resolution. Supervisor Espinosa seconded the motion. Discussion was held on the budget and to leave it as recommended by the manager. Discussion followed as to the date of the meeting. The motion included setting the public hearing on the budget for August 21, 2018, at 7:00p.m. at the Pembroke Cay pool area, located at 807 SW 143rd Terrace in Pembroke Pines. In a voice vote, the Resolution was unanimously adopted. **(Resolution adopted 3-0)**
16. **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 present that they would soon be getting the forms in the mail from the Supervisor of Elections and that they should promptly complete and return the forms.

b. Attorney's Report. Ms. Steinerts had nothing to bring to the Board's attention.

17. Audience Comments. There were no members of the audience present.

18. Supervisor's Comments. Discussion was held by the Supervisors as to what the District could do in the form of assisting with street lighting, security, and playground equipment. Ms. Steinerts would research what the Board could do and get back with the Board and Manager.

19. Other Business. There was no further business.

20. Adjournment. Supervisor Rodriguez moved to adjourn the meeting, which was seconded by Chair Bland. In a unanimous voice vote, the meeting was adjourned by the Chair at 7:19p.m.

RESOLUTION NO. 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.

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 2018/2019 was prepared and considered by the Board; and was approved by the Board on May 8, 2018; and,

WHEREAS, the original Public Hearing Date scheduled for August 21, 2018, 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. 2018-2 is hereby *amended*; and the rescheduled Public Hearing date has been advertised, as legally required.

Section 2. A Public Hearing is hereby scheduled for September 13, 2018, at 7:00 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 2018/2019 Budget.

PASSED, ADOPTED, and BECOMES EFFECTIVE this 13th day of September 2018.

**ATTEST:
COMMUNITY
DISTRICT**

**PEMBROKE HARBOR
DEVELOPMENT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Resolution 2018-4

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2018-2019

WHEREAS, Pembroke Harbor Community Development District tentatively adopted a proposed budget on May 8, 2018; 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 FY2018-2019 operating budget:

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

Section 1. The FY2018-2019 budget (Exhibit "A") is hereby adopted.

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

PASSED AND ADOPTED THIS 13th DAY OF SEPTEMBER 2018.

Attest:

Chair Karena Bland

Secretary Christopher Wallace

EXHIBIT A		
PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT		
FISCAL YEAR 2018-2019 OPERATING BUDGET		
	FY2018 Adopted	FY2019 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	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 2018-5

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 2018-2019

WHEREAS, Pembroke Harbor Community Development District has adopted a budget on September 13, 2018; 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 2018-2019 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 2018-2019 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 13th DAY OF SEPTEMBER 2018.

Attest:

Chair Karena Bland

Secretary Christopher Wallace