

**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**

Minutes

1. **Call To Order.** The meeting was called to order at 7:10 p.m.
2. **Roll Call.** In attendance were Chair Karena Bland, Vice-Chair Helen Porche, Supervisors Julio Rodriguez and Rafaela Espinosa, District Attorneys Michael Pawelczyk and Vanessa Steinerts, and District Manager Christopher Wallace.
3. **Approval of Minutes.**
 - a. **May 25, 2016 Regular Meeting**
 - b. **July 28, 2016 Regular Meeting**
 - c. **November 10, 2016 Landowners Meeting**

Supervisor Espinosa moved to approve the minutes, which was seconded by Supervisor Rodriguez. In a voice vote, the minutes were unanimously approved. **(Minutes approved, 5-0)**

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.** Supervisor Espinosa moved to adopt the Resolution, with a second from Supervisor Rodriguez. The meeting was then opened to the public for their input. There being no one from the public in attendance, the public hearing was then closed and in a voice vote, the Resolution was adopted unanimously. **(Resolution adopted 4-0).**
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.** Vice-chair Porche moved to adopt the Resolution, with a second from Supervisor Rodriguez. The meeting was then opened to the public for their input. There being no one from the public in attendance, the public hearing was

then closed and in a voice vote, the Resolution was adopted unanimously. **(Resolution adopted, 4-0).**

6. Staff Reports

- a. Setting Meeting Schedule For FY2018.** After some minor discussion, the Board agreed to set a meeting schedule for FY2018 that would have the meetings on the 2nd Tuesday of each month at 7:00 p.m. at the pool area of Pembroke Cay.
- b. Audit update.** Mr. Wallace apprised the Board of the status of the audit, which was at this point substantially complete. He noted that in addition to being late, there is an audit finding regarding closing of the books that arose during the year.

7. Audience Comments. There were no audience comments.

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

9. Other Business. There was no other business.

10. Adjournment. Vice-chair Porche moved to adjourn the meeting, which was seconded by Supervisor Rodriguez. In a voice vote, the motion was passed and the meeting was adjourned at 7:28 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