

**MINUTES**  
**Pembroke Harbor Community**  
**Development District**

**Regular Meeting**  
**April 17, 2025**  
**6:30 p.m.**

**Pool Area of Pembroke Cay**  
**807 SW 143<sup>rd</sup> Terrace**  
**Pembroke Pines, Florida**

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

MINUTES

1. **Call To Order.** The meeting was called to order at 6:50 p.m.
2. **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.
3. **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)**

4. **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)**
5. **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)**

6. **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)**
7. **Resolution 2025-4. A RESOLUTION OF THE PEMBROKE HARBOR COMMUNITY 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)**
8. **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)**
- 9.

**10. Staff Reports**

**a. Manager's Report.**

- i. Reminder To File Form 1 Statement of Financial Interest By July 1<sup>st</sup>.** 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.

**11. Audience Comments.** There were no audience members present.

**12. Supervisor's Comments.** There were no Supervisor comments.

**13. Other Business.** There was no further business.

**14. 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.)**

**MINUTES**  
**Pembroke Harbor Community**  
**Development District**

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

**Pool Area of Pembroke Cay**  
**807 SW 143<sup>rd</sup> Terrace**  
**Pembroke Pines, Florida**

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

MINUTES

15. **Call To Order.** The meeting was called to order at 6:33 p.m.
16. **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.
17. **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)**
18. **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).**
19. **Staff Reports** (Supervisor Rodriguez arrived.)
  - a. **Manager's Report.**
    - i. **Reminder To File Form 1 Statement of Financial Interest By July 1<sup>st</sup>.** Mr. Wallace noted that the form

would need to be filed by July 1<sup>st</sup> 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.

**20. Audience Comments.** There were no audience members present.

**21. Supervisor's Comments.** There were no Supervisor comments.

**22. Other Business.** There was no further business.

**23. 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.

**MINUTES**  
**Pembroke Harbor Community**  
**Development District**

**Rescheduled Budget and Regular**  
**Meeting**  
**September 20, 2024**  
**6:30 p.m.**

**Pool Area of Pembroke Cay**  
**807 SW 143<sup>rd</sup> Terrace**  
**Pembroke Pines, Florida**



**Pembroke Harbor Community Development District  
Budget and Regular Meeting  
September 20, 2024  
6:30 p.m.  
Pool Area of Pembroke Cay  
807 SW 143<sup>rd</sup> Terrace, Pembroke Pines, Florida**

**MINUTES**

24. **Call To Order.** The meeting was called to order at 6:49 p.m.
25. **Roll Call.** In attendance were Chair Karena Bland, Vice Chair Helen Porche, Supervisors Julio Rodriguez and Juan Pinzon, District Attorney Gregory George, and District Manager Christopher Wallace. Supervisor Kenia Goris was absent.
26. **Public Hearings.**
- a. **Resolution 2024-2. A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENTDISTRICT ADOPTING THE BUDGET FOR FISCAL YEAR 2024-2025.** Helen Porche moved to adopt the resolution and the motion was seconded by Julio Rodriguez. There being no discussion and no members of the public present, the Board unanimously adopted the resolution. **(Resolution adopted 4-0)**
- b. **Resolution 2024-3. 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.** Karena Bland moved to adopt the resolution and the motion was seconded by Julio Rodriguez. There being no discussion and no members of the public present, the Board unanimously adopted the resolution. **(Resolution adopted 4-0)**
- The public hearing was then closed.**
27. **New Business**
- a. **November Election discussion.** Mr. Wallace stated that he was not aware of anyone having qualified for any of the seats up for election in the November election date. Discussion followed on what options the Board had. Supervisor Goris

was no longer attending the meeting but had not yet resigned her office, which expires in 2026. Mr. Wallace offered to reach out to her again and see if she was going to resign. A meeting was also scheduled for October 22, 2024, at 6:30 p.m. at the community pool in Pembroke Harbor, in order to address this issue.

- 28. **Staff Reports.** There were no staff reports.
- 29. **Audience Comments.** No one from the public was in attendance so there were no audience comments.
- 30. **Supervisor's Comments.** There were no Supervisor comments.
- 31. **Other Business.** There was no further business.
- 32. **Adjournment.** The meeting was adjourned at 6:59 p.m.

**Minutes**  
**Pembroke Harbor Community**  
**Development District**

**Regular Meeting**  
**October 22, 2024**  
**6:30 p.m.**

**Pool Area of Pembroke Cay**  
**807 SW 143<sup>rd</sup> Terrace**  
**Pembroke Pines, Florida**

**Pembroke Harbor Community Development District  
Regular Meeting  
October 22, 2024  
6:30 p.m.  
Pool Area of Pembroke Cay  
807 SW 143<sup>rd</sup> Terrace, Pembroke Pines, Florida**

**Minutes**

33. **Call To Order.** The meeting was called to order at 6:55 p.m.
34. **Roll Call.** In attendance were Chair Karena Bland, Vice Chair Helen Porche, Supervisors Julio Rodriguez and Juan Pinzon and District Manager Christopher Wallace. Supervisor Kenia Goris and, District Attorney Gregory George were absent.
35. **Old Business**
  - a. **November Election discussion.** Mr. Wallace noted that no one qualified for the November election that was for registered voters instead of landowners. The purpose of the night's meeting was to coordinate the offices of each Supervisor. Owing to the absence of the District's Attorney, the item would have to be tabled to the next meeting. Mr. Wallace indicated that in his conversations with the District Attorney, he was instructed that each Supervisor would continue in their current office.
36. **Staff Reports.** There were no Staff reports.
37. **Audience Comments.** There were no audience comments.
38. **Supervisor's Comments.** There were no Supervisor's comments.
39. **Other Business.** There was no other business.
40. **Adjournment.** There being no further business, the meeting was adjourned at 7:21 p.m.

**Resolution 2025-1**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PEMBROKE HARBOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING A PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 AND SETTING A DATE, PLACE, AND TIME FOR A PUBLIC HEARING ON THE PROPOSED BUDGET**

WHEREAS, Pembroke Harbo Community Development District must tentatively adopt a proposed budget; and

WHEREAS, the District Manager has presented a proposed FY2026 operating budget to the Board of Supervisor to be considered; and

WHEREAS, the Board of Supervisors has considered the proposed FY2026 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 FY2025-2026 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 \_\_\_\_\_, at \_\_\_\_\_, at \_\_\_\_\_.

Section 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS 17th DAY OF APRIL 2025.

Attest:

\_\_\_\_\_  
Chair Karena Bland

\_\_\_\_\_  
Secretary Christopher Wallace

	<b>FY2025 Adopted</b>	<b>FY2026 Manager Recommended</b>
<b>Revenues:</b>		
Assessments	216,224	216,224
Discounts Allowed	(8,649)	(8,649)
<b>Total Revenues</b>	<b>207,575</b>	<b>207,575</b>
<b>Expenditures:</b>		
<b>Administrative</b>		
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
<b>Total Administrative</b>	<b>62,275</b>	<b>62,275</b>
<b>Debt Service</b>		
Principal	55,000	55,000
Interest	90,300	90,300
One-time Loan Repayment/Contingency	-	-
<b>Total Debt Service</b>	<b>145,300</b>	<b>145,300</b>
<b>Total Expenditures</b>	<b>207,575</b>	<b>207,575</b>
<b>Revenues Less Expenditures</b>	<b>-</b>	<b>-</b>
<b>Gross Assessments, 208 Units</b>	<b>1,039.54</b>	<b>1,039.54</b>
<b>Net Assessments, 208 Units</b>	<b>997.96</b>	<b>997.96</b>

## **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.**

**WHEREAS**, the Pembroke Harbor Community Development District (the “District”), is a local unit of special-purpose government established and existing in accordance with the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the “Act”); and

**WHEREAS**, the Board of Supervisors of the District (the “Board”) regularly directs the District Manager of the District to execute and accept certain documents on behalf of the District and it is customary for certain documents to be transmitted via electronic means endorsed with electronic signatures; and

**WHEREAS**, consistent with Chapter 688, Florida Statutes, the District is responsible for adopting and implementing control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of business transactions conducted using electronic commerce; and

**WHEREAS**, the District Board of Supervisors finds that it is in the best interest of the District to enact a policy pertaining to the use and receipt of electronic signatures.

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

**Section 1.** The foregoing recitals are hereby incorporated as findings of fact of the Board.

**Section 2.** The Board hereby establishes and adopts the “Electronic Signature Policy,” as follows:

## **ELECTRONIC SIGNATURE POLICY**

**PURPOSE:** The purpose of this policy is to establish and identify the criteria and requirements for the use and validation of electronic signatures on documents on behalf of and for District business in accordance with Chapter 688, Florida Statutes, “Electronic Signature Act”.

### **DEFINITIONS:**

*Electronic* means technology having electrical, digital, magnetic, wireless, optical, electromagnetic or similar capabilities.

*Electronic record* means a record created, generated, sent, communicated, received, or stored by electronic means.

*Electronic signature* means any letters, characters, or symbols, manifested by electronic or similar means, or logically associated with a record and that is executed or adopted with the intent to sign the record.

*Electronic transaction* means a transaction that is conducted or performed, in whole or in part, by electronic means or electronic records.

*Record* means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and that is retrievable in perceivable form.

**POLICY:** This policy applies to any Electronic transaction that is a replacement for or complement to handwritten signatures on any record of or for the District, including, but not limited to, contracts, agreements, official minutes, bids, proposals and resolutions. Any Electronic record or Electronic signature may not be denied legal effect or enforceability solely because the record or signature is in electronic form. This policy does not limit the District’s right or option to require original signatures or Records in a non-electronic format as the District deems necessary or as required by applicable policies, laws or regulations.

**PROCEDURE:** When a document containing an Electronic signature is signed, transmitted and received the following requirements must be met:

1. The Electronic signature must establish sender/user authenticity. The electronic signing of a document by an individual must be accompanied by documentation that shows that the signer is the individual signing the document and the individual that has the authority to bind the entity entering into an agreement or contract with the District.

2. If a document has been modified or changed, the prior Electronic signature is invalid and said document requires another Electronic signature or shall be signed by hand. This is to prevent any issue that a document has been changed after it is signed.

3. The District Manager, or his or her designee, has the authority and responsibility for approval of any Electronic signature method utilized and shall be responsible for the



implementation of control processes and procedures to ensure adequate integrity, security, confidentiality, and auditability of District business transactions conducted using electronic methods.

4. The Electronic signature shall include the entire name of the individual and shall be located on or near the signature block on the document being electronically signed.

5. The date of the Electronic signature must be captured, stored, and available for retrieval for the required retention period of the document executed.

6. The Electronic record must be transmitted to all parties in a format acceptable to the District Manager, or his or her designee.

**Section 3.** The District Manager is hereby directed to take all actions necessary and consistent with the intent of this Resolution.

**Section 4.** All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

**Section 5.** If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 6.** The Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 17<sup>TH</sup> DAY OF APRIL 2025.**

**PEMBROKE HARBOR  
COMMUNITY DEVELOPMENT  
DISTRICT**

---

Christopher Wallace  
Secretary

---

Karena Bland  
Chair

## **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.**

**WHEREAS**, the Pembroke Harbor Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a records retention policy (the “Records Retention Policy”) for immediate use and application.

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

**SECTION 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison

Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**SECTION 2.** The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the Records Retention Policy, as amended as provided herein;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

**SECTION 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in Exhibit A. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in Exhibit A. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

**SECTION 4.** In accordance with Section 668.50, Florida Statutes, and Section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

**SECTION 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 6.** This Resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

**PASSED AND ADOPTED** at a meeting of the District Board of Supervisors, this 17TH day of April 2025.

ATTEST:

\_\_\_\_\_  
**PEMBROKE HARBOR COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Christopher Wallace  
Secretary

\_\_\_\_\_  
Karena Bland  
Chair, Board of Supervisors

Exhibit A: Amendments to General Records Schedules Established by the Division

## **Exhibit A**

### **Amendments to General Records Schedules established by the Division**

#### **ADVERTISEMENTS: LEGAL (Item #25)**

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **AUDITS: INDEPENDENT (Item #56)**

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: DETAIL (Item #340)**

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **DISBURSEMENT RECORDS: SUMMARY (Item #341)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

#### **FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)**

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **INCIDENT REPORT FILES (Item #241)**

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

#### **MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)**

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

#### **PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)**

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

#### **REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)**

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

#### **REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)**

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

## **RESOLUTION 2025-4**

### **A RESOLUTION OF THE PEMBROKE HARBOR COMMUNITY 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**

**WHEREAS**, Section 189.014, Florida Statutes requires that the Pembroke Harbor Community Development District (the "District") designate a registered office and a registered agent, and further authorizes the District to change its registered office and registered agent, at the discretion of the District Board of Supervisors (the "Board"); and

**WHEREAS**, the designation of both a registered office and a registered agent is for the purpose of accepting service of process, notice, or demand that is required or permitted by law to be served upon the District; and

**WHEREAS**, the Board has been informed by the office of District Counsel that there is a need to designate a new registered agent for the District; and

**WHEREAS**, the Board seeks designate Michael J. Pawelczyk as the registered agent for the District, and update the business address of the registered office of the District, as necessary.

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

**Section 1.** The foregoing recitals are hereby incorporated as findings of fact of the Board.

**Section 2.** Michael J. Pawelczyk is hereby designated as the registered agent for the District, thereby replacing any previously designated registered agent.

**Section 3.** The registered office of the District is hereby designated as the office at Billing, Cochran, Lyles, Mauro & Ramsey, P.A., 515 East Las Olas Boulevard, Suite 600, Fort Lauderdale, Florida 33301. The registered office is identical to the business address of the registered agent designated in Section 2 of this Resolution.

**Section 4.** Pursuant to the requirements of Section 189.014(2), Florida Statutes, the District's Secretary shall transmit copies of this Resolution to the local governing authority or authorities and to the Florida Department of Economic Opportunity.

**Section 5.** All resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

**Section 6.** If any clause, section or other part or application of this Resolution is held by a court of competent jurisdiction to be unconstitutional, illegal or invalid, in part or as applied, it shall not affect the validity of the remaining portions or applications of this Resolution.

**Section 7.** This Resolution shall be effective immediately upon adoption.

**PASSED AND ADOPTED THIS 17<sup>TH</sup> DAY OF APRIL 2025.**

\_\_\_\_\_  
**PEMBROKE HARBOR COMMUNITY  
DEVELOPMENT DISTRICT**

**ATTEST:**

\_\_\_\_\_  
Christopher Wallace  
Secretary

\_\_\_\_\_  
Karena Bland  
Chair, Board of Supervisors

**Pembroke Harbor Community Development District  
Schedule of Meetings  
FY2025**

**All Meetings Are Held At Pool Area of Pembroke Cay  
807 SW 143rd Terrace  
Pembroke Pines, Florida**

**All Meetings Are At 6:30 p.m. Unless Otherwise Noted**

October 22, 2024	Regular Meeting
November 15, 2024	Regular Meeting
December 19, 2024	Regular Meeting
January 17, 2025	Regular Meeting
February 20, 2025	Regular Meeting
March 20, 2025	Regular Meeting
April 17, 2025	Regular Meeting
May 15, 2025	Regular Meeting
June 19, 2025	Regular Meeting
July 17, 2025	Regular Meeting
August 21, 2025	Budget and Regular Meeting
September 18, 2025	Regular Meeting