



**CRESTVIEW II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
APRIL 26, 2017
4:00 P.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.crestview2cdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
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AGENDA
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
Miccosukee Golf and Country Club
Pro Shop Complex Meeting Room
6401 Kendale Lakes Drive
Miami, Florida 33183
REGULAR BOARD MEETING
April 26, 2017
4:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. November 30, 2016 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget.....Page 6
 - 2. Consider Resolution No. 2017-02 – Authorizing Electronic Approvals & Check Signers.....Page 13
- I. Administrative & Operational Matters
 - 1. Board Member Contact Information - Updates
 - 2. Reminder: Statement of Financial Interests **2016 Form 1**
 - 3. Staff Report as Required
- J. Board Member & Staff Closing Comments
- K. Adjourn

MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and
Legal Holidays
Miami, Miami-Dade County, Florida

STATE OF FLORIDA
COUNTY OF MIAMI-DADE:

Before the undersigned authority personally appeared MARIA MESA, who on oath says that he or she is the LEGAL CLERK, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

in the XXXX Court,
was published in said newspaper in the issues of

10/14/2016

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this
14 day of OCTOBER, A.D. 2016



(SEAL)

MARIA MESA personally known to me



CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Crestview II Community Development District will hold Regular Meetings in the Pro Shop Complex Meeting Room located at the Miccosukee Golf and Country Club, 6401 Kandale Lakes Drive, Miami, Florida 33183 at 4:00 p.m. on the following dates:

October 26, 2016
November 30, 2016
February 22, 2017
March 22, 2017
April 26, 2017
May 24, 2017
June 28, 2017
July 26, 2017
September 27, 2017

The purpose of the meetings is to conduct any business coming before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4322 five (5) days prior to the date of the particular meeting.

From time to time one or two Supervisors may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4322 at least seven (7) days prior to the date of the particular meeting.

Meetings may be canceled from time to time without advertised notice.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT

www.crestview2cdd.org

10/14

15-59-0000160631M

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 30, 2016

A. CALL TO ORDER

District Manager Neil Kalin called the November 30, 2016, Regular Board Meeting of the Crestview II Community Development District to order at 4:22 p.m. in the Pro Shop Complex Meeting Room of the Miccosukee Golf and Country Club located at 6401 Kendale Lakes Drive, Miami, Florida 33183.

B. PROOF OF PUBLICATION

Mr. Kalin presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 14, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. SEAT NEWLY ELECTED BOARD MEMBERS

Mr. Kalin seated the re-elected Board Members. Julissa R. Hernandez and Miguel Rivero and they took their respective seats.

D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES

Mr. Kalin, Notary Public in the State of Florida, administered the Oath of Office to Julissa R. Hernandez and Miguel Rivero and reminded them of their duties and responsibilities, with emphasis on the Sunshine Law, Financial Disclosure, Public Records Law and the Code of Ethics for Public Officials.

E. ESTABLISH A QUORUM

It was determined that the attendance of the Board Supervisors Diane Vento, Erica Olson, Julissa R. Hernandez and Miguel Rivero constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were District Managers Neil Kalin and Armando Silva of Special District Services, Inc.; and General Counsel Michael Pawelczyk of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

F. ELECTION OF OFFICERS

Mr. Kalin indicated that as a result of today's Landowners' Election and the commencement of the new terms of office, it would be in order to re-elect officers to the Board. The following names were suggested for election:

- Chairperson – Erica Olson
- Vice Chairperson – Julissa R. Hernandez

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 30, 2016

- Secretary/Treasurer – Neil Kalin
- Assistant Secretaries – Diane Vento, Miguel Rivero and Gloria Perez

A discussion ensued after which:

A **motion** was made by Ms. Vento, seconded by Ms. Hernandez and unanimously passed to *elect* the officers of the Crestview II Community Development District Board of Supervisors, as listed above.

G. CONFIRMATION OF LANDOWNERS' ELECTION RESULTS

Mr. Kalin restated the Crestview II Community Development District's Landowners' Election results and requested that the Board confirm same. A discussion ensued after which:

A **motion** was made by Ms. Vento, seconded by Ms. Olson and unanimously passed to confirm the election results in which Julissa R. Hernandez (Seat #5) and Miguel Rivero (Seat #2) were each elected to 4-year terms of office and whose terms shall expire in November 2020; and that there is a vacant 2-year term of office (Seat #1) and that this vacant term of office shall expire in November 2018.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments for items not on the agenda.

J. APPROVAL OF MINUTES

1. July 27, 2016, Public Hearing & Regular Board Meeting

Mr. Kalin presented the minutes of the July 27, 2016, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Olson, seconded by Ms. Vento and unanimously passed to approve the minutes of the July 27, 2016, Public Hearing & Regular Board Meeting, as presented.

K. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

L. NEW BUSINESS

1. Consider Resolution No. 2016-07 – Adopting a Fiscal Year 2015/2016 Amended Budget

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 30, 2016

Mr. Kalin presented Resolution No. 2016-07, entitled:

RESOLUTION NO. 2016-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2015/2016 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin read the title of the resolution into the record and stated that the Operating Fund Balance at the end of the Fiscal Year 2015/2016 was approximately \$56,235; and that the District would carryover approximately \$15,120 of this Fund Balance to balance the Fiscal Year 2016/2017 Operating Fund Budget. Furthermore, Mr. Kalin stated that the Debt Service Fund had sufficient funds to make the required debt service payment (interest only), which was due and paid in full on November 1, 2016, in the amount of \$36,400. A discussion ensued after which:

A **motion** was made by Ms. Hernandez, seconded by Ms. Olson and unanimously passed to approve and adopt Resolution No. 2016-07, as presented, thereby approving the Amended Final 2015/2016 Fiscal Year Budget.

2. Consider Resolution No. 2016-08 – Authorizing Electronic Approvals & Check Signers

Mr. Kalin presented Resolution No. 2016-08, entitled:

RESOLUTION NO. 2016-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES VIA ELECTRONIC APPROVAL PROCESSES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

Mr. Kalin presented Resolution No. 2016-08 and provided an explanation for the document. A discussion ensued after which;

A **motion** was made by Ms. Vento, seconded by Mr. Rivero and unanimously passed to approve and adopt Resolution No. 2016-08, as presented, thereby authorizing electronic

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 30, 2016

approvals for expenditures and selecting *Todd Wodraska, Jason Pierman, Tricia Lascasas, Peter Pimentel, Neil Kalin* and *Erica Olson* to serve as the signatories on the District's checking/operating account. Two (2) signatures will be required on each check and checks will be released after electronic approvals have been provided by the Chairperson or the Vice Chairperson, in the Chairperson's absence.

M. ADMINISTRATIVE & OPERATIONAL MATTERS
1. Debt Service Payment November 1, 2016

This Agenda Item was addressed above under New Business Item 1.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

Season's greetings were exchanged by all those present.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Olson, seconded by Ms. Hernandez and unanimously passed to adjourn the Regular Board Meeting at 4:53 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Crestview II 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 2017/2018 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 28, 2017 at 4:00 p.m. in the Pro Shop Complex Meeting Room at the Miccosukee Golf and Country Club located at 6401 Kendale Lakes Drive, Miami, Florida 33183, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

PASSED, ADOPTED and EFFECTIVE this 26th day of April, 2017.

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Crestview II
Community Development District

**Proposed Budget For
Fiscal Year 2017/2018
October 1, 2017 - September 30, 2018**

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PROPOSED BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
Administrative Assessments	57,127
Maintenance Assessments	26,382
Debt Assessments	111,500
Interest Income	60
TOTAL REVENUES	\$ 195,069
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Aquatic Maintenance	2,250
General Community Maintenance	900
Lawn Maintenance	9,800
Fountain Maintenance & Upkeep	3,600
Electric/FPL - Fountains	5,200
Engineering/Inspections	1,250
Lake Bank - Erosion Control	600
Maintenance/Contingency	1,200
TOTAL MAINTENANCE EXPENDITURES	\$ 24,800
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	1,875
Payroll Taxes (Employer)	145
Management	26,868
Secretarial & Field Operations	4,900
Legal	10,000
Assessment Roll	6,000
Audit Fees	3,600
Insurance	6,356
Legal Advertisements	500
Miscellaneous	900
Postage	275
Office Supplies	425
Dues & Subscriptions	175
Trustee Fee	3,000
Continuing Disclosure Fee	500
Website Management	1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 67,019
TOTAL EXPENDITURES	\$ 91,819
REVENUES LESS EXPENDITURES	\$ 103,250
Bond Payments	(104,810)
BALANCE	\$ (1,560)
County Appraiser & Tax Collector Fee	(3,900)
Discounts For Early Payments	(7,800)
EXCESS/ (SHORTFALL)	\$ (13,260)
Carryover From Prior Year	13,260
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	54,793	54,565	57,127	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	30,692	26,861	26,382	Expenditures/.94
Debt Assessments	110,394	113,585	111,500	Bond Payments/.94
Interest Income	58	0	60	Interest Projected At \$5 Per Month
TOTAL REVENUES	\$ 195,937	\$ 195,011	\$ 195,069	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance	2,130	2,100	2,250	\$150 Increase From 2016/2017 Budget
General Community Maintenance	0	1,200	900	\$300 Decrease From 2016/2017 Budget
Lawn Maintenance	8,525	9,600	9,800	\$200 Increase From 2016/2017 Budget
Fountain Maintenance & Upkeep	6,368	3,600	3,600	No Change From 2016/2017 Budget
Electric/FPL - Fountains	3,694	5,400	5,200	\$200 Decrease From 2016/2017 Budget
Engineering/Inspections	794	1,250	1,250	No Change From 2016/2017 Budget
Lake Bank - Erosion Control	0	600	600	No Change From 2016/2017 Budget
Maintenance/Contingency	0	1,500	1,200	\$300 Decrease From 2016/2017 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 21,511	\$ 25,250	\$ 24,800	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	0	1,875	1,875	Supervisor Fees
Payroll Taxes (Employer)	0	145	145	Supervisor Fees * 7.65%
Management	26,136	26,316	26,868	CPI Adjustment
Secretarial & Field Operations	4,500	4,800	4,900	\$100 Increase From 2016/2017 Budget
Legal	8,559	10,000	10,000	No Change From 2016/2017 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,600	3,700	3,600	Accepted Amount For 2016/2017 Audit
Insurance	5,665	6,300	6,356	Insurance Estimate
Legal Advertisements	462	500	500	No Change From 2016/2017 Budget
Miscellaneous	620	900	900	No Change From 2016/2017 Budget
Postage	134	300	275	\$25 Decrease From 2016/2017 Budget
Office Supplies	552	400	425	\$25 Increase From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	3,000	3,000	3,000	No Change From 2016/2017 Budget
Continuing Disclosure Fee	500	500	500	No Change From 2016/2017 Budget
Website Management	1,500	1,500	1,500	No Change From 2016/2017 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 61,403	\$ 66,411	\$ 67,019	
TOTAL EXPENDITURES	\$ 82,914	\$ 91,661	\$ 91,819	
REVENUES LESS EXPENDITURES	\$ 113,023	\$ 103,350	\$ 103,250	
Bond Payments	(104,770)	(106,770)	(104,810)	2018 P & I Payments Less Interest
BALANCE	\$ 8,253	\$ (3,420)	\$ (1,560)	
County Appraiser & Tax Collector Fee	(1,895)	(3,900)	(3,900)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(6,381)	(7,800)	(7,800)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (23)	\$ (15,120)	\$ (13,260)	
Carryover From Prior Year	0	15,120	13,260	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (23)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Interest Income	205	50	50	Projected Interest For 2017/2018
NAV Tax Collection	104,770	106,770	104,810	2018 P & I Payments Less Earned Interest
Total Revenues	\$ 104,975	\$ 106,820	\$ 104,860	
EXPENDITURES				
Principal Payments	30,000	35,000	35,000	Principal Payments Due In 2018
Interest Payments	74,480	71,820	69,860	Interest Payments Due In 2018
Total Expenditures	\$ 104,480	\$ 106,820	\$ 104,860	
Excess/ (Shortfall)	\$ 495	\$ -	\$ -	

Series 2006 Bond Information

Original Par Amount =	\$1,530,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.60%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	June 2006		
Maturity Date =	May 2037		

Crestview II Community Development District Assessment Comparison

	Fiscal Year 2014/2015 <u>Assessment*</u>	Fiscal Year 2015/2016 <u>Assessment*</u>	Fiscal Year 2016/2017 <u>Assessment*</u>	Fiscal Year 2017/2018 <u>Projected Assessment*</u>
Administrative	\$ 435.97	\$ 458.65	\$ 454.71	\$ 476.05
Maintenance	\$ 255.76	\$ 246.68	\$ 223.85	\$ 219.86
<u>Debt</u>	<u>\$ 933.69</u>	<u>\$ 919.95</u>	<u>\$ 946.54</u>	<u>\$ 929.17</u>
Total	\$ 1,625.42	\$ 1,625.28	\$ 1,625.10	\$ 1,625.08

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units 120

RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Crestview II Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl, Neil Kalin and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 26th day of April, 2017.

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson