



**CRESTVIEW II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
MARCH 28, 2018
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
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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
March 28, 2018
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. October 25, 2017 Regular Board Meeting.....Page 2
- G. Old Business
 - 1. Staff Report as Required
- H. New Business
 - 1. Consider Resolution No. 2018-01 – Adopting a Fiscal Year 2018/2019 Proposed Budget.....Page 5
 - 2. Update Regarding Status of Final Lift of Asphalt in Phase II
- I. Administrative & Operational Matters
 - 1. Discussion Regarding District Election: Seats #1, #3 and #4
- 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 2017/2018 REGULAR MEETING SCHEDULE

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

10/10/2017

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
10 day of OCTOBER, A.D. 2017



Diana Herrera
(SEAL)

MARIA MESA personally known to me



CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 REGULAR MEETING SCHEDULE

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

October 25, 2017
November 29, 2017
February 28, 2018
March 28, 2018
April 25, 2018
May 23, 2018
June 27, 2018
July 25, 2018
September 26, 2018

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. 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 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meetings 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 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT

www.crestview2cdd.org
10/10

17-88/0000264854M

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 25, 2017

A. CALL TO ORDER

District Manager Armando Silva called the October 25, 2017, Regular Board Meeting of the Crestview II Community Development District to order at 4:09 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. Silva presented proof of publication that notice of the Regular Board Meeting had been published in the *Miami Daily Business Review* on October 10, 2017, as part of the District's Fiscal Year 2017/2018 Regular Meeting Schedule, as legally required.

C. ESTABLISH A QUORUM

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

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

D. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

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

There were no comments for items not on the agenda.

F. APPROVAL OF MINUTES

1. June 28, 2017, Public Hearing & Regular Board Meeting

Mr. Silva presented the minutes of the June 28, 2017, Public Hearing & Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Vento, seconded by Mr. Rivero and unanimously passed to approve the minutes of the June 28, 2017, Public Hearing & Regular Board Meeting, as presented.

G. OLD BUSINESS

1. Staff Report, as Required

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 25, 2017

Mr. Silva outlined the actions taken by the District post Hurricane Irma. County departments were notified of downed street signage and where debris was stacked on street/road rights of way. The debris has since been removed by the County.

L. NEW BUSINESS

1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget

Mr. Silva presented Resolution No. 2017-05, entitled:

RESOLUTION NO. 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2016/2017 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and stated that the Operating Fund Balance at the end of the Fiscal Year 2016/2017 was approximately \$54,923. Furthermore, Mr. Silva stated that the Debt Service Fund had sufficient funds to make the required debt service payment (interest only), which was due and would be paid in full on November 1, 2017. A discussion ensued after which:

A **motion** was made by Ms. Hernandez, seconded by Ms. Vento and unanimously passed to approve and adopt Resolution No. 2017-05, as presented, thereby approving the Amended Final 2016/2017 Fiscal Year Budget.

2. Annual Audit – Consider Approval of 2-Year Renewal Option – Grau & Associates

At the November 19, 2014, Crestview II Community Development District Board of Supervisors’ meeting, the firm of Grau & Associates had been selected to perform the September 30, 2014, September 30, 2015, and September 30, 2016, year end audits with an option to perform the September 30, 2017, and September 30, 2018, audits. The fee for the September 30, 2014, audit was \$3,500; the fee for the September 30, 2015, audit was \$3,600; and the fee for the September 30, 2016, audit was \$3,700. The proposed fee for the September 30, 2017, audit is \$3,600, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the September 30, 2018, audit is \$3,600. Mr. Silva explained that management had been pleased with the professionalism and competence of the Grau & Associates’ partners and staff; therefore, management recommends that the Board approve the renewal option for the Fiscal Year Ending September 30, 2017, and September 30, 2018, audits for Grau & Associates. A discussion ensued after which;

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 25, 2017

A **motion** was made by Ms. Vento, seconded by Ms. Olsen and passed unanimously to approve the 2-year renewal option for the fiscal years ending September 30, 2017, and September 30, 2018, and authorizes management to engage the firm of Grau & Associates to perform the referenced annual audits and approves the respective annual proposal fee of \$3,600 per year per audit.

3. Discussion Regarding Status of Unfinished Homes in Phase II of the Crestview II CDD

Mr. Silva advised that he had received several complaints from residents stating that there was an accumulation of debris and overgrown grass in the unfinished homes located in Phase II of the District. Mr. Silva noted that he made the County's 3-1-1 Department aware of the condition of those abandoned lots and the County informed him that there are multiple citations that have been sent to the owners of those homes to remedy the issue. Since a couple of those citations have gone to collections, the County's Remediation Department is now searching for a private contractor who will clean-up the abandoned lots (the process could take 1-2 months). Mr. Silva will continue to monitor this matter and will provide a report in an upcoming meeting.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

There were no Administrative & Operational Matters to come before the Board.

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 4:37 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2018-01

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 2018/2019; 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 2018/2019 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 2018/2019 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 27, 2018 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 2018/2019 Budget.

PASSED, ADOPTED and EFFECTIVE this 28th day of March, 2018.

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice-Chairperson

Crestview II
Community Development District

**Proposed Budget For
Fiscal Year 2018/2019
October 1, 2018 - September 30, 2019**

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- IV ASSESSMENT COMPARISON

PROPOSED BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

| | FISCAL YEAR 2018/2019 BUDGET |
|--|------------------------------------|
| REVENUES | |
| Administrative Assessments | 63,435 |
| Maintenance Assessments | 29,042 |
| Debt Assessments | 114,532 |
| Interest Income | 60 |
| TOTAL REVENUES | \$ 207,069 |
| EXPENDITURES | |
| MAINTENANCE EXPENDITURES | |
| Aquatic Maintenance | 2,350 |
| General Community Maintenance | 900 |
| Lawn Maintenance | 10,200 |
| Fountain Maintenance & Upkeep | 5,000 |
| Electric/FPL - Fountains | 5,200 |
| Engineering/Inspections | 1,250 |
| Lake Bank - Erosion Control | 600 |
| Maintenance/Contingency | 1,800 |
| TOTAL MAINTENANCE EXPENDITURES | \$ 27,300 |
| ADMINISTRATIVE EXPENDITURES | |
| Supervisor Fees | 1,875 |
| Payroll Taxes (Employer) | 145 |
| Management | 27,432 |
| Secretarial & Field Operations | 5,400 |
| Legal | 10,000 |
| Assessment Roll | 6,000 |
| Audit Fees | 3,600 |
| Insurance | 6,500 |
| Legal Advertisements | 500 |
| Miscellaneous | 1,200 |
| Postage | 275 |
| Office Supplies | 400 |
| Dues & Subscriptions | 175 |
| Trustee Fee | 3,000 |
| Continuing Disclosure Fee | 500 |
| Website Management | 1,500 |
| TOTAL ADMINISTRATIVE EXPENDITURES | \$ 68,502 |
| TOTAL EXPENDITURES | \$ 95,802 |
| REVENUES LESS EXPENDITURES | \$ 111,267 |
| Bond Payments | (107,610) |
| BALANCE | \$ 3,657 |
| County Appraiser & Tax Collector Fee | (4,140) |
| Discounts For Early Payments | (8,280) |
| EXCESS/ (SHORTFALL) | \$ (8,763) |
| Carryover From Prior Year | 8,763 |
| NET EXCESS/ (SHORTFALL) | \$ - |

DETAILED PROPOSED BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

| | FISCAL YEAR 2016/2017 ACTUAL | FISCAL YEAR 2017/2018 BUDGET | FISCAL YEAR 2018/2019 BUDGET | COMMENTS |
|--|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| Administrative Assessments | 55,808 | 57,127 | 63,435 | Expenditures Less Interest & Carryover/.94 |
| Maintenance Assessments | 26,861 | 26,382 | 29,042 | Expenditures/.94 |
| Debt Assessments | 113,586 | 111,500 | 114,532 | Bond Payments/.94 |
| Interest Income | 108 | 60 | 60 | Interest Projected At \$5 Per Month |
| TOTAL REVENUES | \$ 196,363 | \$ 195,069 | \$ 207,069 | |
| EXPENDITURES | | | | |
| MAINTENANCE EXPENDITURES | | | | |
| Aquatic Maintenance | 2,616 | 2,250 | 2,350 | \$100 Increase From 2017/2018 Budget |
| General Community Maintenance | 0 | 900 | 900 | No Change From 2017/2018 Budget |
| Lawn Maintenance | 8,450 | 9,800 | 10,200 | \$400 Increase From 2017/2018 Budget |
| Fountain Maintenance & Upkeep | 957 | 3,600 | 5,000 | \$1,400 Increase From 2017/2018 Budget |
| Electric/FPL - Fountains | 4,670 | 5,200 | 5,200 | No Change From 2017/2018 Budget |
| Engineering/Inspections | 850 | 1,250 | 1,250 | No Change From 2017/2018 Budget |
| Lake Bank - Erosion Control | 0 | 600 | 600 | No Change From 2017/2018 Budget |
| Maintenance/Contingency | 0 | 1,200 | 1,800 | \$600 Increase From 2017/2018 Budget |
| TOTAL MAINTENANCE EXPENDITURES | \$ 17,543 | \$ 24,800 | \$ 27,300 | |
| ADMINISTRATIVE EXPENDITURES | | | | |
| Supervisor Fees | 0 | 1,875 | 1,875 | Supervisor Fees |
| Payroll Taxes (Employer) | 0 | 145 | 145 | Supervisor Fees * 7.65% |
| Management | 26,316 | 26,868 | 27,432 | CPI Adjustment |
| Secretarial & Field Operations | 4,800 | 4,900 | 5,400 | \$500 Increase From 2017/2018 Budget |
| Legal | 7,418 | 10,000 | 10,000 | No Change From 2017/2018 Budget |
| Assessment Roll | 6,000 | 6,000 | 6,000 | As Per Contract |
| Audit Fees | 3,700 | 3,600 | 3,600 | Accepted Amount For 2017/2018 Audit |
| Insurance | 5,778 | 6,356 | 6,500 | Insurance Estimate |
| Legal Advertisements | 458 | 500 | 500 | No Change From 2017/2018 Budget |
| Miscellaneous | 527 | 900 | 1,200 | \$300 Increase From 2017/2018 Budget |
| Postage | 125 | 275 | 275 | No Change From 2017/2018 Budget |
| Office Supplies | 239 | 425 | 400 | \$25 Decrease From 2017/2018 Budget |
| Dues & Subscriptions | 175 | 175 | 175 | No Change From 2017/2018 Budget |
| Trustee Fee | 3,000 | 3,000 | 3,000 | No Change From 2017/2018 Budget |
| Continuing Disclosure Fee | 500 | 500 | 500 | No Change From 2017/2018 Budget |
| Website Management | 1,500 | 1,500 | 1,500 | No Change From 2017/2018 Budget |
| TOTAL ADMINISTRATIVE EXPENDITURES | \$ 60,536 | \$ 67,019 | \$ 68,502 | |
| TOTAL EXPENDITURES | \$ 78,079 | \$ 91,819 | \$ 95,802 | |
| REVENUES LESS EXPENDITURES | \$ 118,284 | \$ 103,250 | \$ 111,267 | |
| Bond Payments | (108,270) | (104,810) | (107,610) | 2019 P & I Payments Less Interest |
| BALANCE | \$ 10,014 | \$ (1,560) | \$ 3,657 | |
| County Appraiser & Tax Collector Fee | (1,902) | (3,900) | (4,140) | Two Percent Of Total Assessment Roll |
| Discounts For Early Payments | (5,922) | (7,800) | (8,280) | Four Percent Of Total Assessment Roll |
| EXCESS/ (SHORTFALL) | \$ 2,190 | \$ (13,260) | \$ (8,763) | |
| Carryover From Prior Year | 0 | 13,260 | 8,763 | Carryover From Prior Year |
| NET EXCESS/ (SHORTFALL) | \$ 2,190 | \$ - | \$ - | |

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019
OCTOBER 1, 2018 - SEPTEMBER 30, 2019

| | FISCAL YEAR 2016/2017 ACTUAL | FISCAL YEAR 2017/2018 BUDGET | FISCAL YEAR 2018/2019 BUDGET | COMMENTS |
|----------------------------|------------------------------------|------------------------------------|------------------------------------|--|
| REVENUES | | | | |
| Interest Income | 747 | 50 | 100 | Projected Interest For 2018/2019 |
| NAV Tax Collection | 108,270 | 104,810 | 107,660 | 2019 P & I Payments Less Earned Interest |
| Total Revenues | \$ 109,017 | \$ 104,860 | \$ 107,760 | |
| | | | | |
| EXPENDITURES | | | | |
| Principal Payments | 35,000 | 35,000 | 40,000 | Principal Payments Due In 2019 |
| Interest Payments | 72,800 | 69,860 | 67,760 | Interest Payments Due In 2019 |
| | | | | |
| Total Expenditures | \$ 107,800 | \$ 104,860 | \$ 107,760 | |
| | | | | |
| Excess/ (Shortfall) | \$ 1,217 | \$ - | \$ - | |

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 | | |

Par Amount As Of 1/1/18 = \$1,265,000

Crestview II Community Development District Assessment Comparison

| | Fiscal Year 2015/2016 <u>Assessment*</u> | Fiscal Year 2016/2017 <u>Assessment*</u> | Fiscal Year 2017/2018 <u>Assessment*</u> | Fiscal Year 2018/2019 <u>Projected Assessment*</u> |
|----------------|--|--|--|--|
| Administrative | \$ 458.65 | \$ 454.71 | \$ 476.05 | \$ 528.63 |
| Maintenance | \$ 246.68 | \$ 223.85 | \$ 219.86 | \$ 242.02 |
| <u>Debt</u> | <u>\$ 919.95</u> | <u>\$ 946.54</u> | <u>\$ 929.17</u> | <u>\$ 954.43</u> |
| Total | \$ 1,625.28 | \$ 1,625.10 | \$ 1,625.08 | \$ 1,725.08 |

* Assessments Include the Following :

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

Community Information:

Total Units 120