



**CRESTVIEW II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
SPECIAL BOARD MEETING
DECEMBER 12, 2018
4:00 P.M.**

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

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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
SPECIAL BOARD MEETING
December 12, 2018
4:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Seat New Board Members
- D. Administer Oath of Office & Review Board Member Responsibilities and Duties
- E. Establish Quorum
- F. Election of Officers
 - Chairman
 - Vice Chairman
 - Secretary/Treasurer
 - Assistant Secretaries
- G. Additions or Deletions to Agenda
- H. Comments from the Public for Items Not on the Agenda
- I. Approval of Minutes
 - 1. June 27, 2018 Regular Board Meeting & Public Hearing.....Page 2
- J. Old Business
 - 1. Staff Report as Required
- K. New Business
 - 1. Consider Resolution No. 2018-06 – Adopting a Fiscal Year 2017/2018 Amended Budget.....Page 8
- L. Administrative & Operational Matters
- M. Board Member & Staff Closing Comments
- N. Adjourn

Notice of Special Board Meeting of the Crestview II Community Development District

The Board of Supervisors (the "Board") of the Crestview II Community Development District (the "District") will hold a Special Board Meeting on December 12, 2018, at 4:00 p.m. in the Pro Shop Complex Meeting Room located at the Miccosukee Golf and Country Club, 6401 Kendale Lakes Drive, Miami, Florida 33183 at 4:00 p.m.

The purpose of the Special Board Meeting is for the Board to consider any District business which may lawfully and properly come before the Board. A copy of the agenda for this meeting may be obtained at the offices of the District Manager, 6625 Miami Lakes Drive, Suite 374, Miami Lakes, Florida 33014, during normal business hours. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Board members will 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.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at 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 meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Special Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

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

Crestview II Community Development District

www.crestview2cdd.org

PUBLISH: Miami Daily Business Review 12/04/18

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

A. CALL TO ORDER

The June 27, 2018, Regular Board Meeting of the Crestview II Community Development District (the “District”) was called 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

Proof of publication was presented which showed 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 Chairperson Erica Olson, Vice Chairperson Julissa Hernandez and Supervisors Miguel Rivero and Diane Vento constituted a quorum and it was in order to proceed with the meeting.

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

D. ADDITIONS OR DELETIONS TO THE AGENDA

Mr. Silva requested the addition of the following topics to the agenda under New Business:

- Discussion Regarding Empty Lots within Phase II
- Discussion Regarding Fountain Repairs – Lake within Phase I
- Discussion Regarding District Landscaping

The Board acknowledged Mr. Silva’s request.

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. March 28, 2018. Regular Board Meeting

Mr. Silva presented the minutes of the March 28, 2018, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

Vento, seconded by Ms. Hernandez and unanimously passed to approve the minutes of the March 28, 2018, Regular Board Meeting, as presented.

Note: At approximately 4:10 p.m., Mr. Silva recessed the Regular Meeting and simultaneously opened the Public Hearing.

G. PUBLIC HEARING

1. Proof of Publication

Proof of publication was presented which showed that notice of the Public Hearing had been published in the *Miami Daily Business Review* on June 7, 2018, and June 14, 2018, as legally required.

2. Receive Public Comment on the Fiscal Year 2018/2019 Final Budget

Mr. Silva opened the public comment portion of the public hearing to receive comments on the fiscal year 2017/2018 final budget and non-ad valorem special assessments. There being no comments from the public on the fiscal year 2018/2019 final budget and assessments, Mr. Silva closed the public comment portion of the Public Hearing.

3. Consider Resolution No. 2018-02 – Adopting a Fiscal Year 2018/2019 Final Budget

Mr. Silva presented Resolution No. 2018-02, entitled:

RESOLUTION NO. 2018-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
APPROVING AND ADOPTING A FISCAL YEAR 2018/2019 FINAL
BUDGET INCLUDING NON-AD VALOREM SPECIAL
ASSESSMENTS; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and stated that it provides for approving and adopting the fiscal year 2018/2019 final budget and the non-ad valorem special assessment tax roll. Mr. Silva stated that since the overall assessments were increasing, letters to property owners were mailed out. For review purposes, a copy of the tax roll was provided at the meeting. A discussion ensued after which;

A **motion** was made by Ms. Hernandez, seconded by Mr. Rivero and unanimously passed to approve and adopt Resolution No. 2018-02, *as presented*, setting the fiscal year 2018/2019 final budget and non-ad valorem special assessment tax roll.

Note: At approximately 4:16 p.m., Mr. Silva closed the Public Hearing and simultaneously reconvened the Regular Meeting.

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REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

H. OLD BUSINESS

1. Staff Report, as Required

There was no Staff Report at this time.

I. NEW BUSINESS

1. Consider Resolution No. 2018-03 – Adopting a Fiscal Year 2018/2019 Meeting Schedule

Mr. Silva presented Resolution No. 2018-03, entitled:

RESOLUTION NO. 2018-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2018/2019 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva provided an explanation for the document. A discussion ensued after which;

A **motion** was made by Ms. Vento, seconded by Ms. Olson and unanimously passed to approve and adopt Resolution No. 2018-03, *as presented*, setting the fiscal year 2018/2019 regular meeting schedule and authorizing the publication of the meeting schedule, as required by law.

2. Consider Resolution No. 2018-04 – Calling a Landowners' Meeting

Mr. Silva presented Resolution No. 2018-04, entitled:

RESOLUTION NO. 2018-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT ORDERING AND CALLING FOR A LANDOWNERS' MEETING AND PUBLIC NOTICE THEREOF FOR THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT'S ELECTION OF MEMBERS TO THE BOARD OF SUPERVISORS; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva informed the Board that the terms of office in Seats 1 (Vacant), 3 (Ms. Olson) and 4 (Ms. Vento) were expiring this November 2018 and that it would be in order to announce a Landowners' Meeting to elect Members to the Board Supervisors, pursuant to

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

Section 190.006, Florida Statutes. Mr. Kalin explained the purpose for the document and announced that the procedures, sample ballot and proxy form would be kept on file and made available to the residents and landowners of the District. 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. 2018-04, *as presented*, thereby setting and announcing the Landowners' Meeting for November 28, 2018, at 4:00 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; and authorizes publication/notice of the Landowners' Meeting, as required by law.

3. Consider Resolution No. 2018-05 – Adopting a Statewide Mutual Aid Agreement

Mr. Silva presented Resolution No. 2018-05, entitled:

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT,
STATE OF FLORIDA, APPROVING THE *REVISED* FLORIDA
STATEWIDE MUTUAL AID AGREEMENT; PROVIDING FOR
SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva provided an explanation for the document. A discussion ensued after which;

A **motion** was made by Mr. Rivero, seconded by Ms. Hernandez and unanimously passed to approve and adopt Resolution No. 2018-05, *as presented*; thereby accepting the *revised* Mutual Aid Agreement between the District and the State of Florida.

4. Add-On: Discussion Regarding Empty Lots within Phase II

Mr. Silva advised that the District had not yet received correspondence from Miami-Dade County (the "County") regarding the completion status of approximately fourteen (14) unfinished homes and empty lots within Phase II of the District. Mr. Silva also stated that the aforementioned unfinished homes and empty lots have overgrown vegetation that has been reported to the County.

5. Add-On: Discussion Regarding Fountain Repairs – Lake within Phase I

Mr. Silva advised that according to Aquagenix (current aquatic maintenance contractor) both of the fountains located within the lake in Phase I of the District have a pump and motor that are not functioning properly. As a result, Aquagenix recommended that the motor and pump within both of the fountains be replaced. A discussion ensued after which;

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING & PUBLIC HEARING
JUNE 27, 2018

A **motion** was made by Ms. Vento, seconded by Ms. Olson and unanimously passed to approve the proposal provided by Aquagenix for the replacement of the pump and motor for both fountains located within Phase I of the District for an amount not to exceed \$8,500; thereby authorizing District Counsel to prepare a Small Project Agreement (the “Agreement”) and further authorizes District Staff to execute the Agreement on behalf of the District Board.

6. Add-On: Discussion Regarding District Landscaping

Mr. Silva advised that he had previously received comments from residents of the District regarding the rapid growth of grass around the District maintained areas. Mr. Silva stated that during the rainy season, the grass tends to grow faster and as a result, the District will inquire with the current landscape contractor to determine if it is a possibility to increase the current number of annual cuts from twenty four (24) per year to twenty nine (29). The increase in cuts would assist in maintaining the aesthetics of the District. The Board consensus was that if the current landscape contractor is unable to provide the additional cuts, then the District will have to look into changing landscape contractors. More information regarding this matter will be provided at a future meeting.

J. ADMINISTRATIVE & OPERATIONAL MATTERS

1. Qualified Elector (Registered Voter) Certification Announcement

Mr. Silva stated that he had received from the Miami-Dade County Supervisor of Elections the certified elector count, which identifies **223 voters** who reside in the Crestview II CDD (“District”) as of May 1, 2017. Since the District has not yet reached the 250 qualified elector threshold, it will continue to elect Board Members by the landowner election process.

2. Reminder: Statement of Financial Interests – 2017 Form 1 – Filing Deadline: July 2, 2018

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2017 Statement of Financial Interests Form 1. The deadline this year for submittal is July 2, 2018.

K. BOARD MEMBER & STAFF CLOSING COMMENTS

The Board was advised that unless an emergency were to arise, the next meeting would be held in either September or October.

L. ADJOURNMENT

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JUNE 27, 2018

There being no further business to come before the Board, a **motion** was made by Ms. Olson, seconded by Ms. Vento and unanimously passed to adjourn the Regular Board Meeting at 4:54 p.m.

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2018-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Crestview II Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

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

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Crestview II
Community Development District

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

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- II **AMENDED FINAL DEBT SERVICE FUND BUDGET**

AMENDED FINAL BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET 10/1/17 - 9/30/18	AMENDED FINAL BUDGET 10/1/17 - 9/30/18	YEAR TO DATE ACTUAL 10/1/17 - 9/29/18
REVENUES			
Administrative Assessments	57,127	57,642	57,642
Maintenance Assessments	26,382	26,383	26,383
Debt Assessments	111,500	111,501	111,501
Interest Income	60	130	130
TOTAL REVENUES	\$ 195,069	\$ 195,656	\$ 195,656
EXPENDITURES			
ADMINISTRATIVE EXPENDITURES			
Supervisor Fees	1,875	825	825
Payroll Taxes (Employer)	145	63	63
Management	26,868	26,868	26,868
Secretarial & Field Operations	4,900	4,900	4,900
Legal	10,000	7,204	7,204
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,600	3,600	3,600
Insurance	6,356	5,778	5,778
Legal Advertisements	500	500	293
Miscellaneous	900	900	726
Postage	275	175	172
Office Supplies	425	425	411
Dues & Subscriptions	175	175	175
Trustee Fee	3,000	3,000	3,000
Continuing Disclosure Fee	500	350	350
Website Management	1,500	1,500	1,500
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 67,019	\$ 62,263	\$ 61,865
MAINTENANCE EXPENDITURES			
Aquatic Maintenance	2,250	2,250	1,947
General Community Maintenance	900	198	198
Lawn Maintenance	9,800	9,250	8,745
Fountain Maintenance & Upkeep	3,600	9,031	9,031
Electricity/FPL - Fountains	5,200	3,834	3,834
Engineering/Inspections	1,250	850	850
Lake Bank - Erosion Control	600	0	0
Storm Cleanup - IRMA	0	1,075	1,075
Maintenance/Contingency	1,200	650	480
TOTAL MAINTENANCE EXPENDITURES	\$ 24,800	\$ 27,138	\$ 26,160
TOTAL EXPENDITURES	\$ 91,819	\$ 89,401	\$ 88,025
REVENUES LESS EXPENDITURES	\$ 103,250	\$ 106,255	\$ 107,631
Bond Payments	(104,810)	(106,574)	(106,574)
BALANCE	\$ (1,560)	\$ (319)	\$ 1,057
County Appraiser & Tax Collector Fee	(3,900)	(1,887)	(1,887)
Discounts For Early Payments	(7,800)	(6,733)	(6,733)
EXCESS/ (SHORTFALL)	\$ (13,260)	\$ (8,939)	\$ (7,563)
Carryover From Prior Year	13,260	13,260	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 4,321	\$ (7,563)

Notes

Carryover From Prior Year Of \$13,260 was used to reduce Fiscal Year 2017/2018 Assessments.
\$8,763 Of Fund Balance To Be Used To Reduce 2018/2019 Assessments.

FUND BALANCE AS OF 9/30/17	\$59,545
FY 2017/2018 ACTIVITY	(\$8,939)
FUND BALANCE AS OF 9/30/18	\$50,606

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

	FISCAL YEAR 2017/2018 BUDGET	AMENDED FINAL BUDGET	YEAR TO DATE ACTUAL
REVENUES	10/1/17 - 9/30/18	10/1/17 - 9/30/18	10/1/17 - 9/29/18
Interest Income	50	1,929	1,929
NAV Tax Collection	104,810	106,574	106,574
Total Revenues	\$ 104,860	\$ 108,503	\$ 108,503
EXPENDITURES			
Principal Payments	35,000	35,000	35,000
Interest Payments	69,860	70,840	70,840
Transfer To Construction Fund	0	3,644	3,644
Total Expenditures	\$ 104,860	\$ 109,484	\$ 109,484
Excess/ (Shortfall)	\$ -	\$ (981)	\$ (981)

FUND BALANCE AS OF 9/30/17	\$138,527
FY 2017/2018 ACTIVITY	(\$981)
FUND BALANCE AS OF 9/30/18	\$137,546

Notes

Reserve Fund Balance = \$86,777*. Revenue Fund Balance = \$50,767*.
Revenue Fund Balance Used To Make 11/1/2018 Interest Payment Of \$34,440.
* Approximate Amounts

Series 2006 Bond Information

Original Par Amount =	\$1,530,000	Annual Principal Payments Due:
Interest Rate =	5.60%	May 1st
Issue Date =	June 2006	Annual Interest Payments Due:
Maturity Date =	May 2037	May 1st & November 1st
Par Amount As Of 9/30/18 =	\$1,230,000	