



**CRESTVIEW II  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY  
REGULAR BOARD MEETING  
OCTOBER 25, 2017  
4:00 P.M.**

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

[www.crestview2cdd.org](http://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**  
October 25, 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. June 28, 2017 Regular Board Meeting & Public Hearing.....Page 2
- G. Old Business
  - 1. Staff Report as Required
- H. New Business
  - 1. Consider Resolution No. 2017-05 – Adopting a Fiscal Year 2016/2017 Amended Budget....Page 6
  - 2. Annual Audit – Consider and Approve 2-Year Renewal Option – Grau & Associates.....Page 11
  - 3. Discussion Regarding Status of Unfinished Homes in Phase II of the Crestview II CDD
- I. Administrative & Operational Matters
- J. Board Member & Staff Closing Comments
- K. Adjourn

## **Miami Daily Business Review**

Oct. 10, 2017

Miscellaneous Notices

### **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 Miccosukee Golf and Country Club, 6401 Kendale 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 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 1-877-737-4922 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](http://www.crestview2cdd.org)

10/10 17-68/0000264854M

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 28, 2017

**A. CALL TO ORDER**

The June 28, 2017, Regular Board Meeting of the Crestview II Community Development District was called to order at 4:06 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 14, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance of the Chairperson Erica Olson 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**

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. April 26, 2017. Regular Board Meeting**

Mr. Silva presented the minutes of the April 26, 2017, Regular Board Meeting and asked if there were any changes. There being no changes, a **motion** was made by Ms. Vento, seconded by Ms. Olson and unanimously passed to approve the minutes of the April 26, 2017, Regular Board Meeting, as presented.

*Note: At approximately 4:08 p.m., Mr. Silva recessed the Regular Meeting and simultaneously opened the Public Hearing.*

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 28, 2017

**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 8, 2017, and June 15, 2017, as legally required.

**2. Receive Public Comment on the Fiscal Year 2017/2018 Final Budget**

Mr. Silva opened the public comment portion of the public hearing to receive comments on the fiscal year 2016/2017 final budget and non-ad valorem special assessments. There being no comments from the public on the fiscal year 2017/2018 final budget and assessments, Mr. Silva closed the public comment portion of the Public Hearing.

**3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget**

Mr. Silva presented Resolution No. 2017-03, entitled:

**RESOLUTION NO. 2017-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT  
APPROVING AND ADOPTING A FISCAL YEAR 2017/2018 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 2017/2018 final budget and the non-ad valorem special assessment tax roll. Mr. Silva stated that since the overall assessments were not increasing, letters to property owners were not required. 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. Vento, seconded by Mr. Rivero and unanimously passed to approve and adopt Resolution No. 2017-03, *as presented*, setting the fiscal year 2017/2018 final budget and non-ad valorem special assessment tax roll.

*Note: At approximately 4:19 p.m., Mr. Silva closed the Public Hearing and simultaneously reconvened the Regular Meeting.*

**H. OLD BUSINESS**

**1. Staff Report, as Required**

There was no Staff Report at this time.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 28, 2017

**I. NEW BUSINESS**

**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 **222 voters** who reside in the Crestview II CDD (“District”) as of May 16, 2017. Since the District has not reached the 250 qualified elector threshold, it will continue to elect Board Members by the landowner election process.

**2. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Meeting Schedule**

Mr. Silva presented Resolution No. 2017-04, entitled:

**RESOLUTION NO. 2017-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT,  
ESTABLISHING A REGULAR MEETING SCHEDULE FOR  
FISCAL YEAR 2017/2018 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 Mr. Rivero, seconded by Ms. Olson and unanimously passed to approve and adopt Resolution No. 2017-04, *as presented*, setting the fiscal year 2017/2018 regular meeting schedule and authorizing the publication of the meeting schedule, as required by law.

**J. ADMINISTRATIVE & OPERATIONAL MATTERS**

**1. Financial Risk Management Policy Review/Update – Fiscal Year 2016/2017**

Mr. Silva advised that Special District Services, Inc., acting in the capacity of District Manager, as part of best management practices and to satisfy annual audit requirements, does implement certain measures and procedures to identify and mitigate financial mismanagement/fraud risks, as follows:

- a.** Each month the District’s operating/checking bank account is reconciled by an authorized person who has not deposited funds to, processed expenditures or written checks from, that particular operating/checking account; and
- b.** Each expenditure from the District’s operating/checking account requires a minimum of two (2) approvals from authorized staff and/or District officials

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING & PUBLIC HEARING  
JUNE 28, 2017

and the respective approvals are provided by persons other than the preparer of the expenditure; and

c. All financial transactions are logged and maintained by the District Manager for record keeping purposes; and

d. A designated member of the Board, typically the Chairperson (by an electronic approval procedure), has an opportunity to review the District's expenditure(s) prior to the payment(s) being released; and

e. The District engages an independent firm, pursuant to Chapter 218.391, Florida Statutes, to audit the prior year's financial activities (October 1<sup>st</sup> through September 30<sup>th</sup>) from which an independent fiscal year annual audit is prepared; and

f. Within sixty (60) days of the end of each fiscal year (September 30<sup>th</sup>) the District's Board of Supervisors reviews, pursuant to Chapter 189.418(5), Florida Statutes, the prior year's budget relative to actual revenues and expenditures and adopts by resolution an amended/revised final budget.

**2. 2016 Form 1 Filing Reminder – Deadline: July 3, 2017**

The Board was reminded of the importance of completing and mailing to the Supervisor of Elections within the County of residency their individual 2016 Statement of Financial Interests Form 1. The deadline this year for submittal is July 3, 2017.

**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**

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 4:27 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice-Chairperson

**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.**

**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 2016/2017 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 25<sup>th</sup> day of October, 2017.

**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 2016/2017  
October 1, 2016 - September 30, 2017**

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**AMENDED FINAL BUDGET**  
**CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT**  
**OPERATING FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17	AMENDED FINAL BUDGET 10/1/16 - 9/30/17	YEAR TO DATE ACTUAL 10/1/16 - 9/29/17
<b>REVENUES</b>			
Administrative Assessments	54,565	55,808	55,808
Maintenance Assessments	26,861	26,861	26,861
Debt Assessments	113,585	113,586	113,586
Interest Income	0	103	103
<b>TOTAL REVENUES</b>	<b>\$ 195,011</b>	<b>\$ 196,358</b>	<b>\$ 196,358</b>
<b>EXPENDITURES</b>			
<b>ADMINISTRATIVE EXPENDITURES</b>			
Supervisor Fees	1,875	0	0
Payroll Taxes (Employer)	145	0	0
Management	26,316	26,316	26,316
Secretarial & Field Operations	4,800	4,800	4,800
Legal	10,000	8,000	6,918
Assessment Roll	6,000	6,000	6,000
Audit Fees	3,700	3,700	3,700
Insurance	6,300	5,778	5,778
Legal Advertisements	500	600	458
Miscellaneous	900	700	467
Postage	300	150	125
Office Supplies	400	275	239
Dues & Subscriptions	175	175	175
Trustee Fee	3,000	3,000	3,000
Continuing Disclosure Fee	500	500	500
Website Management	1,500	1,500	1,500
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 64,391</b>	<b>\$ 61,494</b>	<b>\$ 59,976</b>
<b>MAINTENANCE EXPENDITURES</b>			
Aquatic Maintenance	2,100	3,000	2,616
General Community Maintenance	1,200	500	0
Lawn Maintenance	9,600	9,600	8,450
Fountain Maintenance & Upkeep	3,600	1,500	957
Electricity/FPL - Fountains	5,400	5,000	4,670
Engineering/Inspections	1,250	1,000	0
Lake Bank - Erosion Control	600	100	0
Maintenance/Contingency	1,500	500	0
<b>TOTAL MAINTENANCE EXPENDITURES</b>	<b>\$ 25,250</b>	<b>\$ 21,200</b>	<b>\$ 16,693</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 89,641</b>	<b>\$ 82,694</b>	<b>\$ 76,669</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ 105,370</b>	<b>\$ 113,664</b>	<b>\$ 119,689</b>
Bond Payments	(106,770)	(108,270)	(108,270)
<b>BALANCE</b>	<b>\$ (1,400)</b>	<b>\$ 5,394</b>	<b>\$ 11,419</b>
County Appraiser & Tax Collector Fee	(3,900)	(1,903)	(1,903)
Discounts For Early Payments	(7,800)	(5,922)	(5,922)
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ (13,100)</b>	<b>\$ (2,431)</b>	<b>\$ 3,594</b>
Carryover From Prior Year	15,120	0	0
<b>NET EXCESS/ (SHORTFALL)</b>	<b>\$ 2,020</b>	<b>\$ (2,431)</b>	<b>\$ 3,594</b>

**Notes**

Carryover From Prior Year Of \$15,120 was used to reduce Fiscal Year 2016/2017 Assessments.  
\$13,260 Of Fund Balance To Be Used To Reduce 2017/2018 Assessments.

FUND BALANCE AS OF 9/30/16	\$57,354
FY 2016/2017 ACTIVITY	(\$2,431)
FUND BALANCE AS OF 9/30/17	\$54,923

**AMENDED FINAL BUDGET**  
**CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT**  
**DEBT SERVICE FUND**  
**FISCAL YEAR 2016/2017**  
**OCTOBER 1, 2016 - SEPTEMBER 30, 2017**

	<b>FISCAL YEAR 2016/2017 BUDGET 10/1/16 - 9/30/17</b>	<b>AMENDED FINAL BUDGET 10/1/16 - 9/30/17</b>	<b>YEAR TO DATE ACTUAL 10/1/16 - 9/29/17</b>
<b>REVENUES</b>			
Interest Income	50	650	646
NAV Tax Collection	106,770	108,270	108,270
<b>Total Revenues</b>	<b>\$ 106,820</b>	<b>\$ 108,920</b>	<b>\$ 108,916</b>
<b>EXPENDITURES</b>			
Principal Payments	35,000	35,000	35,000
Interest Payments	71,820	72,800	72,800
Transfer To Construction Fund	0	2,700	2,529
<b>Total Expenditures</b>	<b>\$ 106,820</b>	<b>\$ 110,500</b>	<b>\$ 110,329</b>
<b>Excess/ (Shortfall)</b>	<b>\$ -</b>	<b>\$ (1,580)</b>	<b>\$ (1,413)</b>

FUND BALANCE AS OF 9/30/16	\$142,376
FY 2016/2017 ACTIVITY	(\$1,580)
FUND BALANCE AS OF 9/30/17	\$140,796

Notes

Reserve Fund Balance = \$91,715\*. Revenue Fund Balance = \$49,043\*.  
Revenue Fund Balance Used To Make 11/1/2017 Interest Payment Of \$35,420.  
\* 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 9/30/17 =	\$1,265,000	

October 25, 2017

RE: Crestview II Community Development District Auditor Renewal

At the November 19, 2014 Crestview II Community Development District Board Of Supervisors meeting, the firm of Grau & Associates was selected to perform the 9-30-2014, 9-30-2015 and 9-30-2016 year end audits of the District with an option to perform the 9-30-2017 and 9-30-2018 audits.

The fees for the 9-30-2014 audit were \$3,500. The fees for the 9-30-2015 audit were \$3,600. And the fees for the 9-30-2016 audit were \$3,700. The proposed fees for the 9-30-2017 audit is \$3,600, which is the budgeted amount for audit fees for Fiscal Year 2017/2018. The proposed fee for the 9-30-18 audit is \$3,600.

Grau & Associates has been the district auditor for the past three years. Management is pleased with the professionalism and the competence of the Grau & Associates partners and staff; therefore management recommends that the Board approve the renewal option for the Fiscal Year Ending 9-30-2017 and 9-30-2018 audits for Grau & Associates.

Special District Services, Inc.